United States Department of Education (ED)
Office of Postsecondary Education (OPE)
Federal TRIO Programs (TRIO)

User Guide
For the
VUB Program
Annual Performance Report
Website

January 2016

Submitted by

CBMI

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1 Overview

1.1 Introduction

The Federal TRIO Programs office, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the VUB Online Annual Performance Report (APR) site so that grantees can prepare and submit the APR data.

1.2 Features of the Site

Features of the VUB site include:

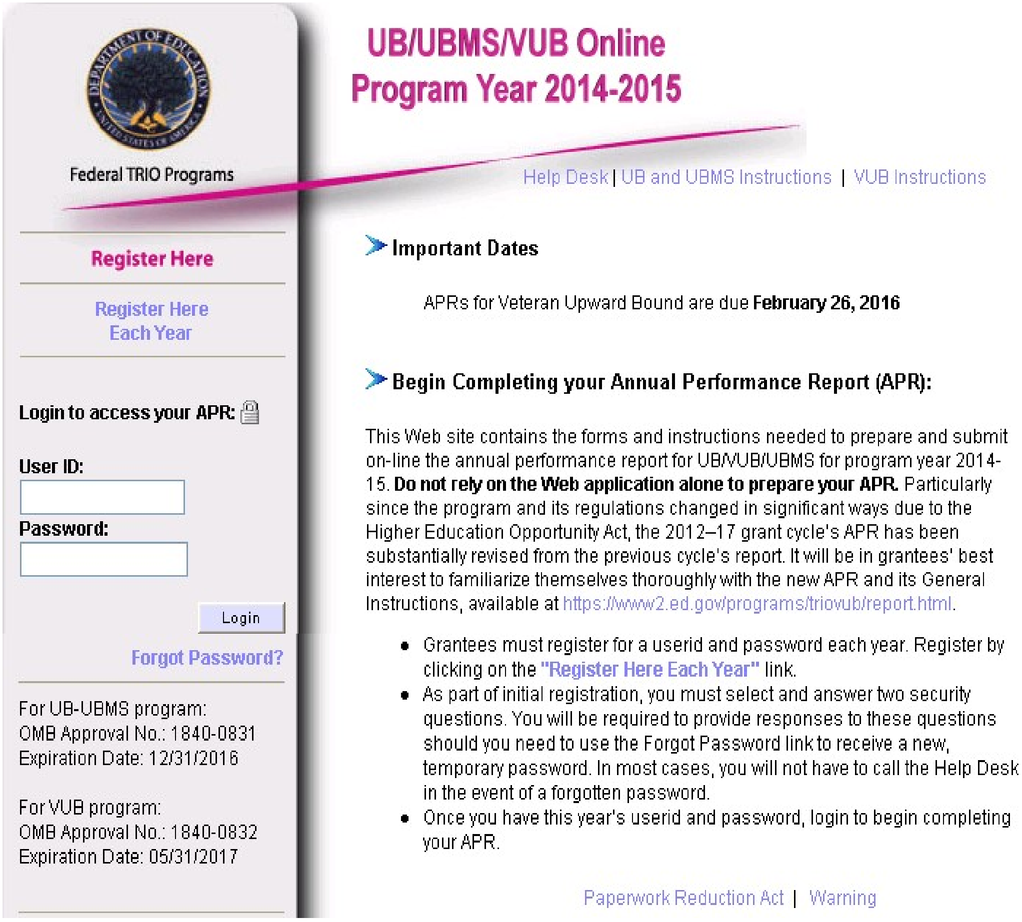
- An online user guide and online help;
- A Web form for completing Section I online;
- A feature that allows you to upload an electronic file with the individual participant records (Section II);
- A "***print***" button to produce a hard copy of the information entered;
- A "***submit***" button to send the entire report to the Department; and
- An e-mail confirmation that the report has been submitted (if you provide an e-mail address in Section I).

2 Accessing the Site

The main page of the UB/UBMS/VUB site is shown below. You must register on the site to obtain a user id and password. An overview of the registration process follows.

Note: Even if you registered last year, you must register again in order to access the 2014-2015 APR Website.

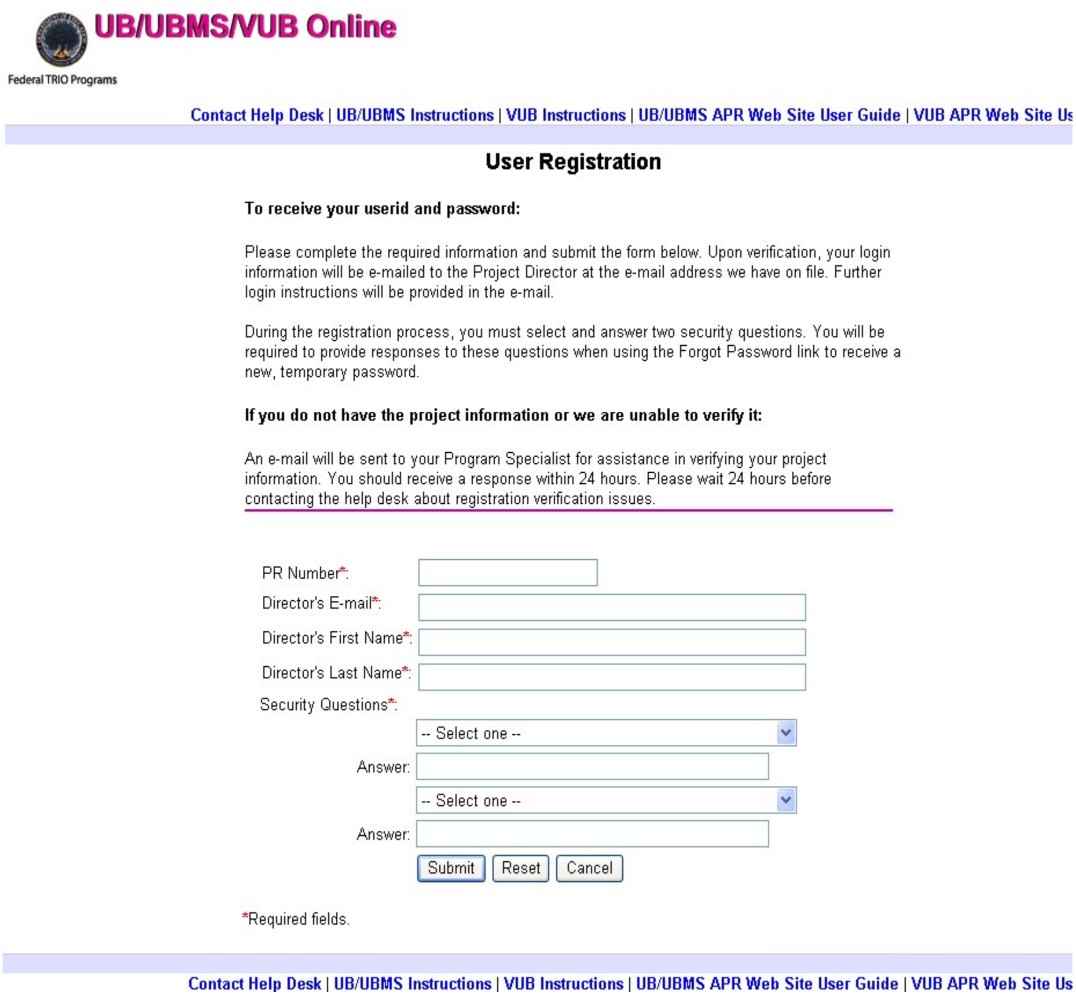
For initial access, click ***Register Here Each Year.***



2.1 Register Here Each Year

To register each year, enter your PR Number, your project director's email address, first and last name. If the information matches the VUB programs' system of records, the system will email your user id and password to the project director; otherwise, it will email your program specialist to verify your information.

Note: You should receive a response within 24 hours. Please wait at least 24 hours before contacting the help desk about registration verification issues.



UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

User Registration

To receive your userid and password:

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

During the registration process, you must select and answer two security questions. You will be required to provide responses to these questions when using the Forgot Password link to receive a new, temporary password.

If you do not have the project information or we are unable to verify it:

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

PR Number*:

Director's E-mail*:

Director's First Name*:

Director's Last Name*:

Security Questions*:

-- Select one --

Answer:

-- Select one --

Answer:

Submit | Reset | Cancel

*Required fields.

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

2.1.1 Registration Failed:

If the system is unable to verify the information you entered, it will display the ***Registration Failed*** page, shown below. This page describes the secondary verification process.

- If you think you made a mistake on the registration page, click the "***Go back to registration form***" button to try again.
- If you are a new project director, you must enter the information requested on the lower half of the page.

Once the program specialist has verified your information, the help desk will contact you within 24 hours using **the email address that you provide on this page.** Please allow 24 hours for verification and response.


UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

The Director's e-mail address provided does not match the records in the system.

Registration Failed

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the TRIO Help Desk for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:

Director's Last Name*:

Are you a new director?*: Yes No

Do you have a new e-mail address?*: Yes No

Provide your current e-mail address*:

Director's Phone Number: e.g.:999-999-9999

ext.

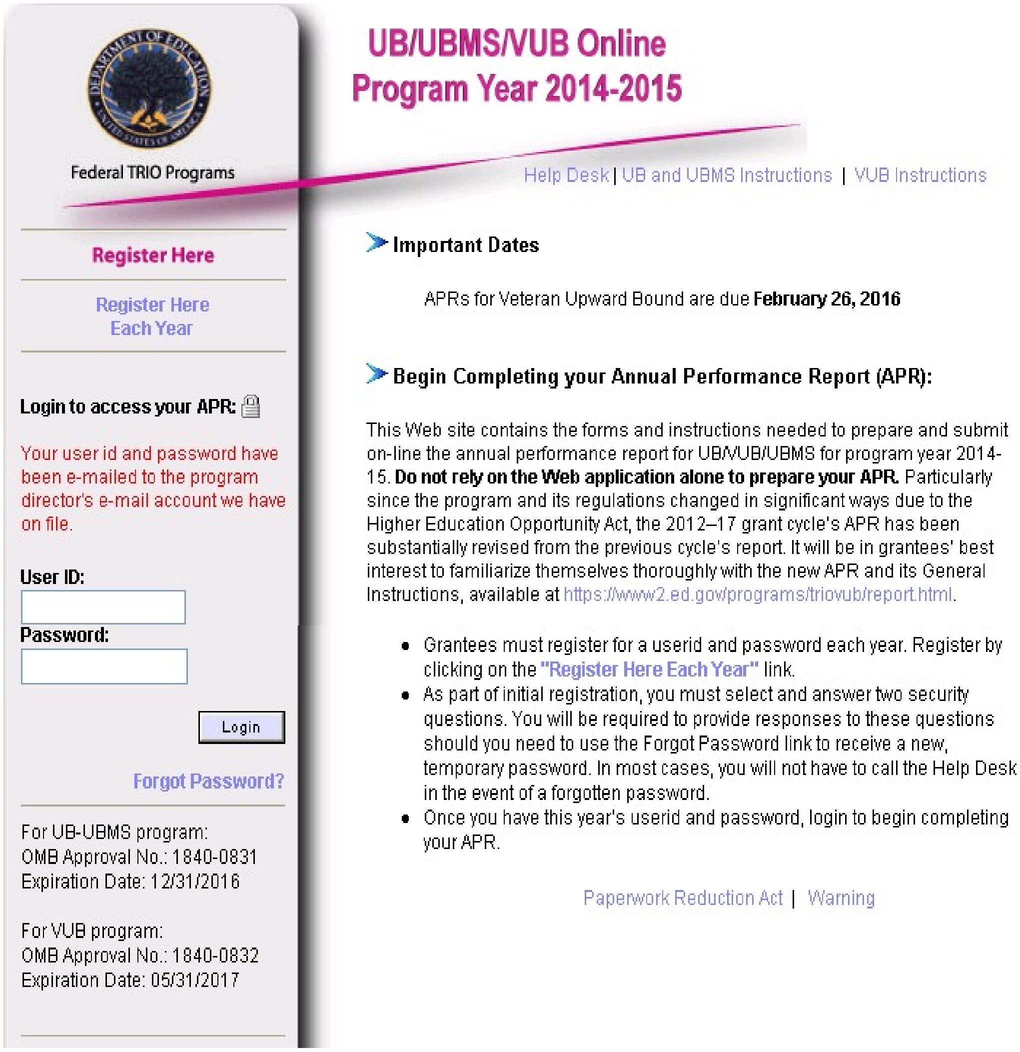
Submit | Go back to registration form

*Required fields.

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Us

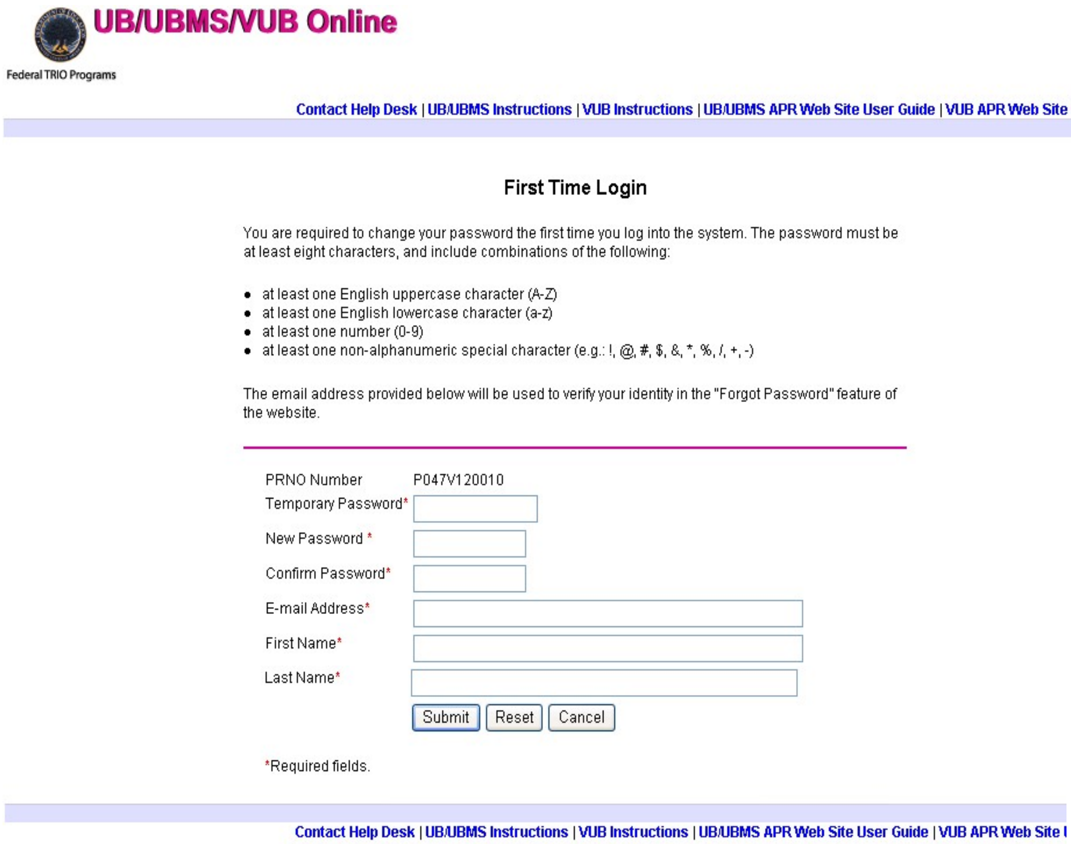
2.1.2 Registration Successful:

If the system successfully verifies your information, it will email your login information to your project director and redisplay the main page with the message shown below.



2.2 Log in as a Registered User

Log in to the system with your new user id and password. After your initial login, the system will prompt you to change your temporary password. Your new password must include at least one upper case letter, one lower case letter, one number, and one special character.



UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site U

First Time Login

You are required to change your password the first time you log into the system. The password must be at least eight characters, and include combinations of the following:

- at least one English uppercase character (A-Z)
- at least one English lowercase character (a-z)
- at least one number (0-9)
- at least one non-alphanumeric special character (e.g.: !, @, #, $, &, *, %, /, +, -)

The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.

PRNO Number P047V120010

Temporary Password*

New Password *

Confirm Password*

E-mail Address*

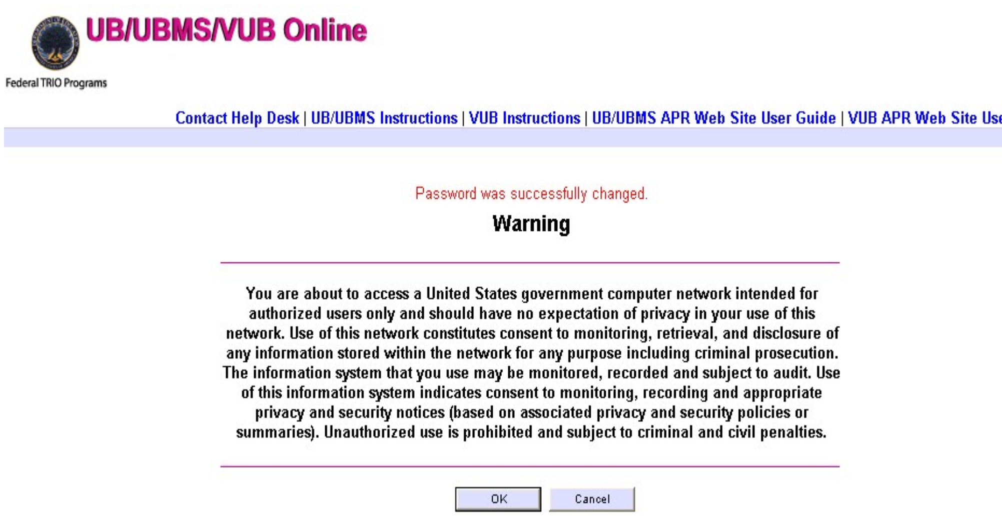
First Name*

Last Name*

Submit Reset Cancel

*Required fields.

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site U



UB/UBMS/VUB Online

Federal TRIO Programs

Contact Help Desk | UB/UBMS Instructions | VUB Instructions | UB/UBMS APR Web Site User Guide | VUB APR Web Site Use

Password was successfully changed.

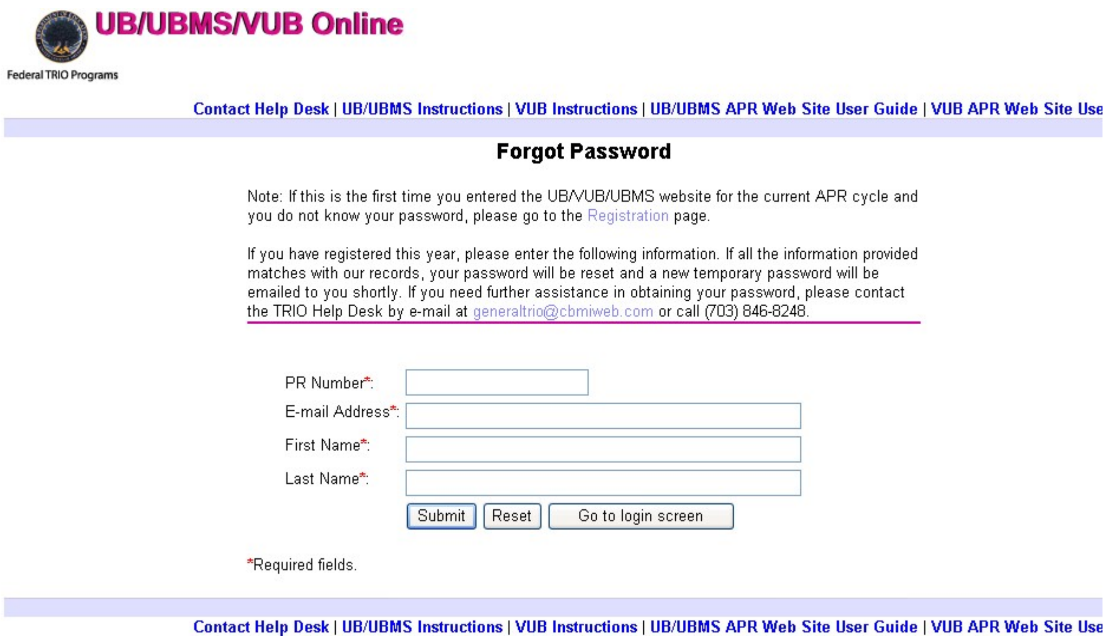
Warning

You are about to access a United States government computer network intended for authorized users only and should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose including criminal prosecution. The information system that you use may be monitored, recorded and subject to audit. Use of this information system indicates consent to monitoring, recording and appropriate privacy and security notices (based on associated privacy and security policies or summaries). Unauthorized use is prohibited and subject to criminal and civil penalties.

OK Cancel

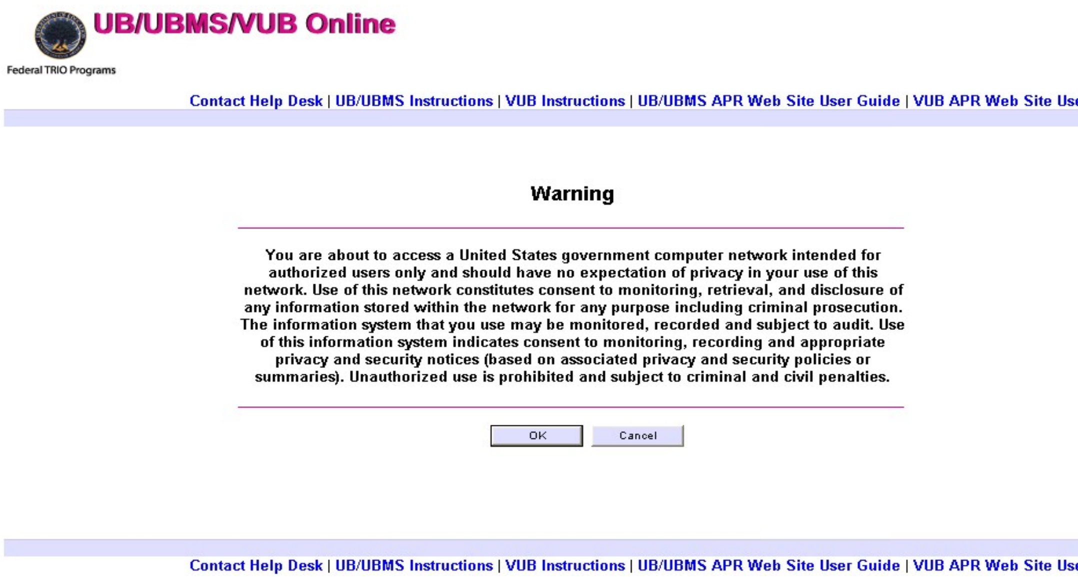
2.3 Forgot Password

If you forget your password after you have logged in and changed it, click on the ***Forgot Password*** link on the Main Page. Enter and submit the requested information and also answer the security questions to receive a new, temporary password.

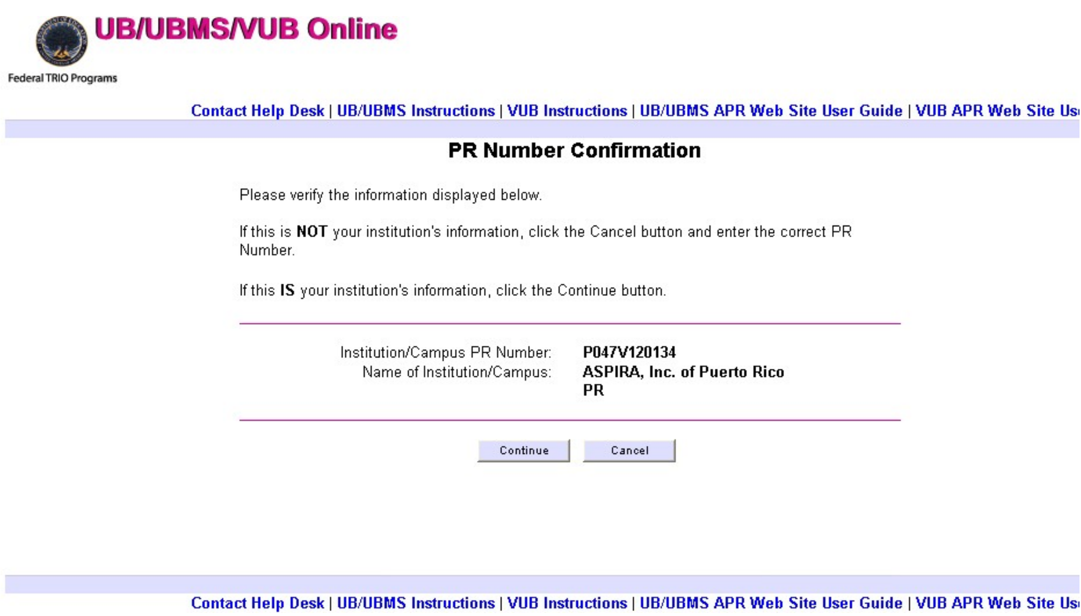


2.4 Successful Login

A warning message regarding authorized use and privacy will display after you log in successfully. Click "***Ok***" to continue.



Confirm that the correct PR number and institution are displayed by clicking "***Continue***". If the information is incorrect, please click "***Cancel***" and report the problem to the help desk.



3 Navigating the Site

The APR has three sections. After initial login, the system displays the Section I page. To navigate between sections, click on the individual tabs at the top of the page, ***Section I, Section II,*** **and** ***Review and Submit***. The current tab is highlighted in light blue.

The PR /Award Number and institution name are displayed at the upper left corner of each page.

At the upper right corner, note that there are six hyperlinks:

- The ***Contact Help Desk*** link allows you to report a problem with the site to the Help Desk;
- The ***UB/UBMS Instructions*** link displays the Department of Education (ED) site's UB/UBMS APR page. From there, you can download APR instructions and the participant record structure. The Department strongly suggests that you review these documents before working with the Web application.
- The ***VUB Instructions*** link displays the Department of Education (ED) site's VUB APR page. From there, you can download APR instructions and the participant record structure.
- The links for the ***UB/UBMS and VUB APR Web Site User Guides*** connect users to this downloadable guide and the companion guide for VUB grantees.
- The ***Log Out*** link logs you off the application and displays the main page.

The section tabs and hyperlinks are repeated at the bottom of the page for convenience.

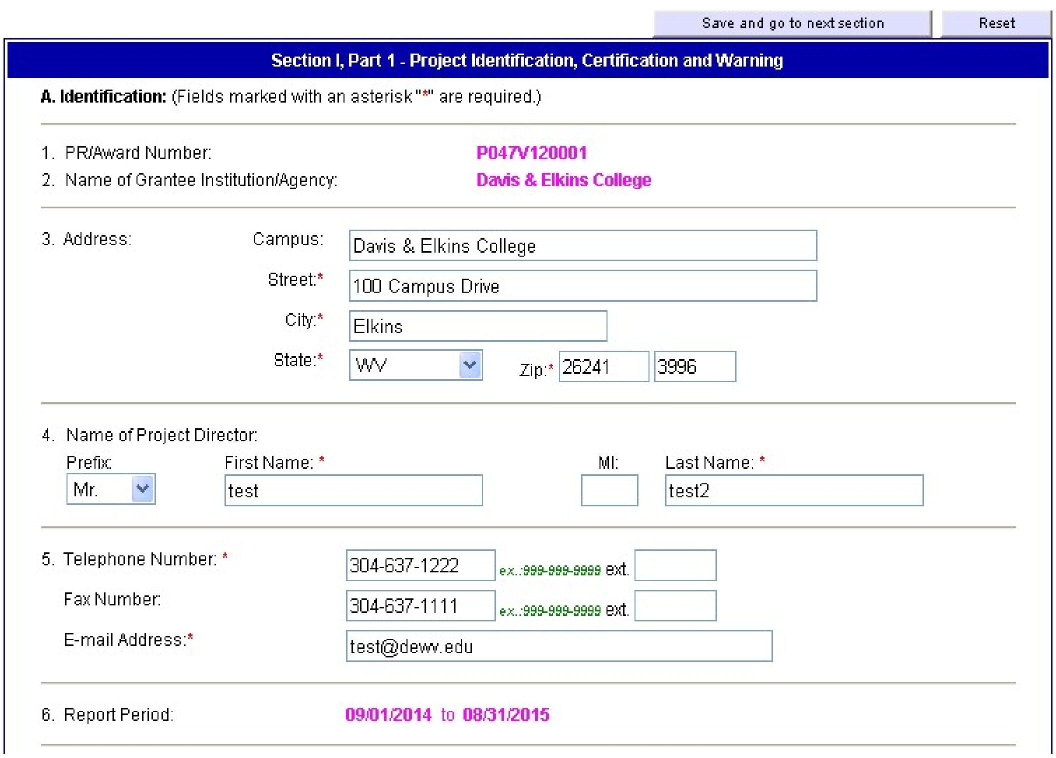
Once you have completed Section I, click on the "***Save and go to next section***" button. You may tab from one section to another, or log off and return at another time to complete a section. If you do, be sure to save the current page before exiting. The system will validate your entries and will not allow you to submit the APR if it detects errors or omissions.

4 Section I: Project Identification, Certification, and Warning

Section I of the report will display with pre-populated information about your grantee institution. Verify the information and update as needed. If you would like an email confirmation when you successfully submit your report, enter your email address on this page.

The project director and certifying official for the institution must sign and date Section I of the 2014-15 APR to certify that the information reported and submitted electronically is readily verifiable, accurate, and complete. After you complete the APR online, print a hard copy of the completed report and obtain the required signatures. After both the director and the certifying official have signed the report, upload the signed **Section I only** of the APR in the website or fax to: **(703) 832-1360**.

Please do not upload the entire report. For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Section I and the data validation reports, which you will be able to print at the end of your submission; and (2) the Excel file of your individual participant records. These items are discussed later in this user's guide.


Save and go to next section | Reset

Section I, Part 1 - Project Identification, Certification and Warning

A. Identification: (Fields marked with an asterisk "*" are required.)

1. PR/Award Number: P047V120001
2. Name of Grantee Institution/Agency: Davis & Elkins College

3. Address: Campus: Davis & Elkins College
Street:* 100 Campus Drive
City:* Elkins
State:* WV Zip:* 26241 3996

4. Name of Project Director:
Prefix: Mr. First Name: * test MI: Last Name: * test2

5. Telephone Number: * 304-637-1222 ex.:999-999-9999 ext.
Fax Number: 304-637-1111 ex.:999-999-9999 ext.
E-mail Address:* test@deww.edu

6. Report Period: 09/01/2014 to 08/31/2015

7. Type of Project: **Upward Bound-Veterans**

8. Data Entry Person:

Prefix: Mr. | First Name: * testtt | MI: | Last Name: * testtt2

Telephone Number: * 304-637-1112 ex.:999-999-9999 ext.

If you would like to receive an email confirmation upon successful submission of your Annual Performance Report, please enter your email address: testtt2@dew.edu

B. Certification

The Project Director and Certifying Official are required to sign and date Section I, Part 1 of the 2014-15 Annual Performance Report form to certify the accuracy and completeness of the information submitted electronically. After completing the entire report online, you will be able to print a copy of Section I, Part 1, which will include signature lines for the project director and certifying official. Once the form has been signed, please scan it and, using the functionality on the APR site, upload it. Only Section I, Part 1 should be uploaded—not any other portion of the report. .

Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.

☑ **I have verified the information in this section.**

C. Warning

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further federal funds or other benefits may be withheld under these programs unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

Section I, Part 2: Competitive Preference Priorities (If Applicable)

The 2012 VUB grant competition established two competitive preference priorities concerning data-based decision-making and productivity. Grantees provided the requested information when submitting the 2012-13 APR. The system will pre-populate this information for the 2014-15 APR in a format that cannot be edited. If you wish to provide any updates, please contact your program specialist.

Enabling More Data-Based Decision-Making- Projects that are designed to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes, in accordance with privacy requirements (as defined in this notice), in: (a) improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success, and (b) providing reliable and comprehensive information on the implementation of Department of Education programs, and participant outcomes in these programs, by using data from State longitudinal data systems or by obtaining data from reliable third-party sources.

1A. Not applicable ☐

1B. Yes ☑

If "Yes", indicate below which data systems your project utilized.

State longitudinal data systems	Third-party data systems
State-Wide Longitudinal Educational Database	National Student Clearinghouse-Batch & Indivic
	SkillsTutor – Online Academic Program
	Postsecondary Institutions–Vet Certifying Offic

Improving Productivity- Projects that are designed to significantly increase efficiency in the use of time, staff, money, or other resources while improving student learning or other educational outcomes (i.e., outcome per unit of resource). Such projects may include innovative and sustainable uses of technology, modification of school schedules and teacher compensation systems, use of open educational resources (as defined in the notice), or other strategies.

3A. Not applicable ☐

3B. Yes ☑

If "Yes", indicate below how your project achieved this productivity by increasing efficiency in the use of time, staff, money or other resources.

Resource/Measure used with increased efficiency	Improved Outcome
Cost Per Participant	reduction in cost per participant
Technology & Communication	Increased time with participants & reduced trav
Technology & Communication2223213	more time with particpants

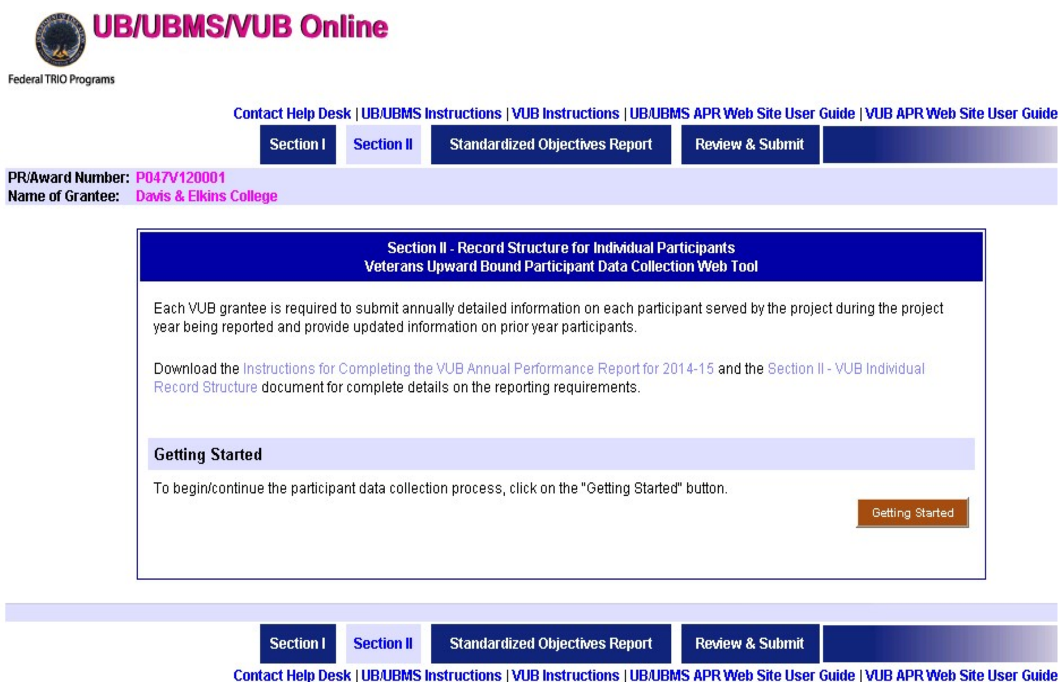
Save and go to next section | Reset

5 Section II: Record Structure for Individual Participants

5.1 Section II Main Page

To access Section II, click the ***Section II*** tab at the top or bottom of the page, or complete Section I and click on the "S***ave and go to next section***" button.

Download:
Instructions for Completing the VUB Annual Performance Report for 2014-15
and ***Section II –VUB Individual Record Structure*** through the hyperlinks on this page.
Click on the "***Getting Started***" button to continue.



5.2 Getting Started Page

This page identifies four options for reporting and submitting participant data:

- Download an Excel file of last year's submitted data; update the file and then upload directly to the Web form.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form, and update and add records online.
- Enter Participant data directly into the Web form.

Section II - Record Structure for Individual Participants
Getting Started

Section II - The VUB online application provides four options for starting the data submission process:

- Download an Excel file of last year's APR data; update the file and then upload directly to the Web form.
- Upload an Excel or CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Grantees that choose the download or transfer option should note that all of their 2013-14 data will be included in the file, excluding data from any records that the Department removed; please see the General Instructions and Gaby Watts's letter. The Department is providing this data to you for your convenience and to increase accuracy. **It is your responsibility, however, to provide updated information on current and prior participants and to ensure the accuracy of the data submitted in 2014-15.**

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering participant data directly into the Web form.

5.2.1 Download last year's submitted data

You can download last year's participant data in an Excel file, modify it on your desktop, and later upload it to the site**.**

To download last year's data file, click on the "***Download Data***" button. A file name will display as a blue hyperlink.

To save the file to your desktop:

- Right click your mouse and select the "***Save Target As***" option. Identify a folder on your desktop (e.g., My Documents) to save the file. You may then open the file on your desktop with Excel.

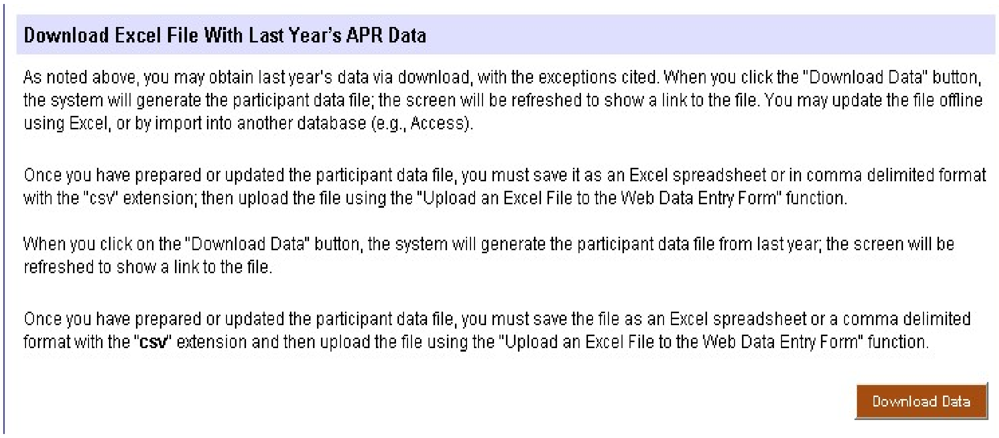
Or

- Click on the file name hyperlink to open it, and save it to your desktop.

After downloading the file, you can update the Excel file or import the data into a database application such as MS Access. Follow the ***Instructions for Completing the VUB Annual Performance Report for 2014-15*** to update the prior year's data and add records for new 2014-15 participants.

For security reasons, we do not include participant social security number (SSNs) in the data file. You will need to add these to the file before uploading it.

When you have made all necessary modifications and saved the file as an Excel spreadsheet or a comma-delimited CSV file, return to this page, and follow the instructions to "***Upload an Excel File to the Web Data Entry Form***".



Download Excel File With Last Year's APR Data

As noted above, you may obtain last year's data via download, with the exceptions cited. When you click the "Download Data" button, the system will generate the participant data file; the screen will be refreshed to show a link to the file. You may update the file offline using Excel, or by import into another database (e.g., Access).

Once you have prepared or updated the participant data file, you must save it as an Excel spreadsheet or in comma delimited format with the "csv" extension; then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

When you click on the "Download Data" button, the system will generate the participant data file from last year; the screen will be refreshed to show a link to the file.

Once you have prepared or updated the participant data file, you must save the file as an Excel spreadsheet or a comma delimited format with the "**csv**" extension and then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

Download Data

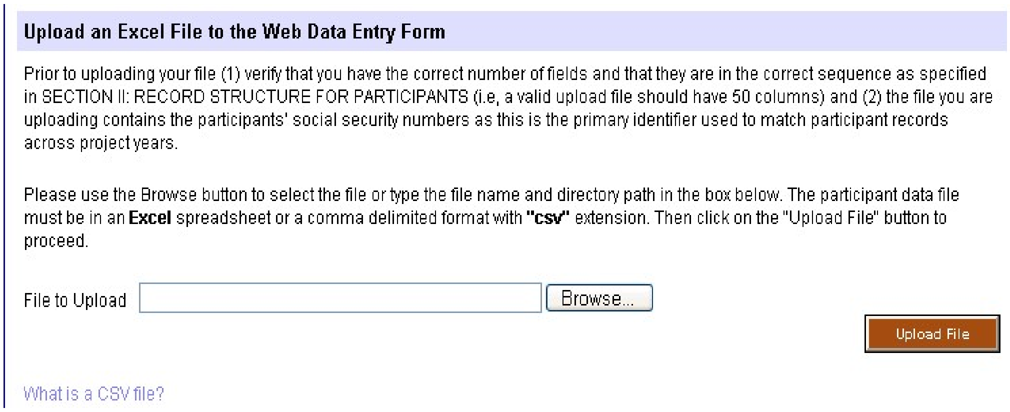
5.2.2 Upload an Excel file to the Web Data Entry Form.

This option lets you upload the 2014-15 file in an Excel spreadsheet format or as a CSV file (comma-delimited text file). Most databases can covert a file to either CSV or Excel format. For instructions on creating a CSV file, click the ***What is a CSV file?*** hyperlink. Before uploading your participant data file, verify that:

- The file is either an Excel spreadsheet or a comma-delimited CSV file;
- You have the correct number of fields (50) and they are in the sequence specified in ***Section II - Individual Record Structure***;
- If your file is an Excel spreadsheet, it should use the column names identified in ***Section II - Individual Record Structure***; and
- The file contains the participants' social security numbers. (SSN is the primary identifier we use to match participant records across project years.)

Use the "***Browse"*** button to select the file, or type the file name and directory path. Click on the "***Upload File***" button to proceed.

If your file is formatted correctly, you may proceed to the ***Review Participant List and Data Error Report (Table View)*** page; otherwise, the system will display the errors it has detected with your file format, and provide instructions for correcting them. See Section 5.5 for sample errors



Upload an Excel File to the Web Data Entry Form

Prior to uploading your file (1) verify that you have the correct number of fields and that they are in the correct sequence as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e, a valid upload file should have 50 columns) and (2) the file you are uploading contains the participants' social security numbers as this is the primary identifier used to match participant records across project years.

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload Browse...

Upload File

What is a CSV file?

If you are unable to provide an Excel or CSV file, you may elect to:

5.2.3 Transfer last year's submitted data directly into the on-line form.

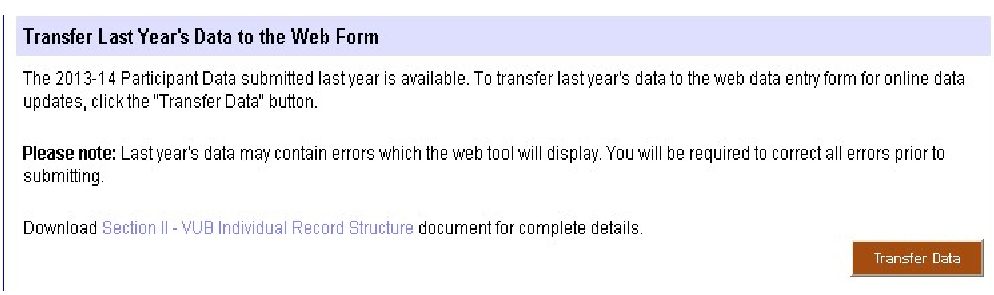
To transfer the 2013-14 participant data that you successfully submitted last year to the on-line data entry form, click on the "***Transfer Data***" button. On the ***Review Participant List and Data Error Report (Table View)*** page, you can edit data for prior participants and add new ones.

Note: If you choose to transfer last year's data directly to the Web form, the data from last year's file for certain fields that need to be updated each year will not transfer to the Web form. You will need to complete these data fields with information from your 2014–15 project year. In the general instructions, please see pages 7–8 for a list of fields that should not change from year to year unless you have discovered that erroneous data had been entered in the past. Note that identifying data (that is, SSN in field #4, last name in #5, first name in #6, and data of birth in #8) for all but new participants must match the data in your 2013–14 APR, even if you have discovered that last year's data contained errors or misspellings.

You will need to provide missing information and correct all errors before submitting.

Download Section II – VUB Individual Record Structure for complete details.

The Transfer Data option is not available for new grantees.



Transfer Last Year's Data to the Web Form

The 2013-14 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data updates, click the "Transfer Data" button.

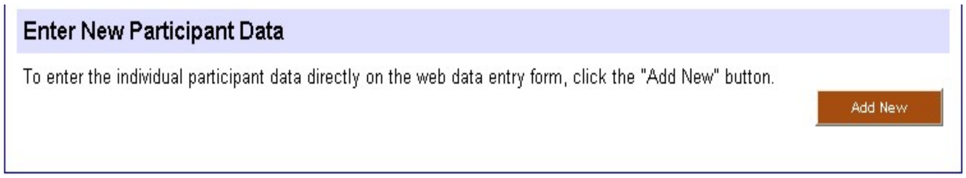
Please note: Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Download Section II - VUB Individual Record Structure document for complete details.

Transfer Data

Click the "***Add New***" button to enter the data for each participant directly into the form.

Enter new participant data directly into the on-line form.

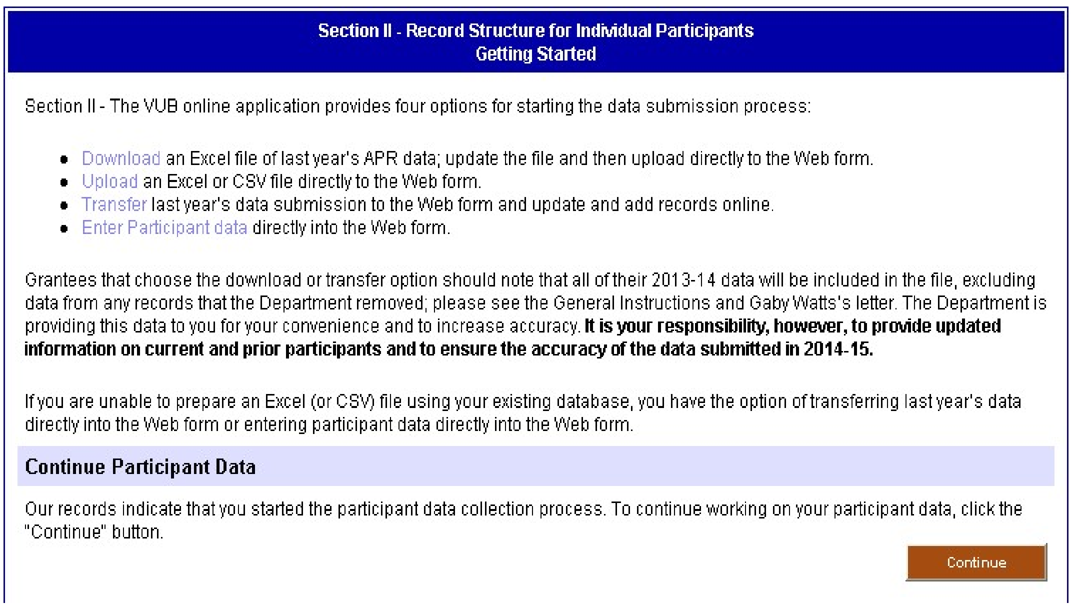


5.2.4 The “Continue” button

Whether you choose to upload, transfer, or enter data directly, you may save data without submitting and come back to it later.

The system detects whether you have begun the data collection process and provides the option to continue entering/updating participant date on-line. The “***Continue”*** button will not display until you have already uploaded, entered, or transferred data, exited the system and logged back in.

After clicking on the “***Getting Started***” button on the main Section II page, you can choose to continue with your data, or select one of the other options.



Section II - Record Structure for Individual Participants
Getting Started

Section II - The VUB online application provides four options for starting the data submission process:

- Download an Excel file of last year's APR data; update the file and then upload directly to the Web form.
- Upload an Excel or CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Grantees that choose the download or transfer option should note that all of their 2013-14 data will be included in the file, excluding data from any records that the Department removed; please see the General Instructions and Gaby Watts's letter. The Department is providing this data to you for your convenience and to increase accuracy. **It is your responsibility, however, to provide updated information on current and prior participants and to ensure the accuracy of the data submitted in 2014-15.**

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering participant data directly into the Web form.

Continue Participant Data

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

5.3 Review Participant List and Data Error Report (table view)

If you selected the ***Continue***, ***Upload***, or ***Transfer*** option on the ***Getting Started*** page, you will proceed to the ***Table View*** page shown below. This page lists the participants in the file, the total number of participants in the file, any formatting or value errors, and any data validation errors, and provides a printable report of those errors.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.

Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

First Name	Last Name	SSN
Search	Display all Students	

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

SSN for all student records are blank.

<< Prev Page 18 of 18 Next >> Printable version - Participant List Report

Table View - Total Number of Participants: 434

Last Name	First Name	SSN	Invalid Format/Value Error	Data Validation Error	Message	Record Number	Delete
						159	✗
						161	✗
						160	✗
						162	✗

<< Prev Page 1 of 34 Next >> Add Participant

If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

Download Participant Data

Navigational Instructions and Data Error Information

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may obtain last year's data and/or edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records). Or you may click on the "printable version" hyperlink to print the entire report.

Or you may edit the data directly on the Web application:

- You may click the Last Name hyperlink to edit participant data or correct data errors.
- You may click the "✗" image in the "Delete" column to delete a participant data record.
- You may click the "Add Participant" button to add a new participant data record.
- You may sort by Last Name, Invalid Value/Validation Error, Data Validation Error, Soft Check Validation Errors, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation errors. You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error message appears when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II. To correct these types of errors online, you may click on the Last Name hyperlink and then enter a valid option in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the Last Name hyperlink, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error is similar to data validation error, but the system does not require you to correct the error before APR submission. Soft check error messages begin with the word "Message."

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

Back to Top

The ***Table View*** page displays up to 25 records. To view additional students, click on the ***Prev*** or ***Next*** links displayed above and below the table.

Records are sorted by data validation error. Click on another column heading to sort by that column.

To view a participant's record, click the ***Last Name*** hyperlink. This will direct you to the Web form where you can enter information for the participant.

To delete a participant record, click the "✗" image in the "***Delete***" column for the participant.

To add a participant record, click on the "***Add Participant***" button below the table. This will direct you to the Web form where you can enter information for the participant. See Section 5.4 of this document for further instructions about the participant data Web form.

To generate a printable report of the errors on the file, click on the ***Printable Version – Participant List Report*** link above the table.

The table view displays three types of errors:

- invalid data format/values;
- cross validation errors; and
- soft check validation errors.

You must correct all invalid data and cross validation errors before you can submit the APR. The number in the "Error Description" column represents the field in error.

- An invalid format/value error occurs when a data field includes a value that is not a valid response for the question. To correct this type of error online, click on the ***Last Name*** hyperlink and select a valid option or enter text, if applicable, in the identified data field.
- A cross validation error occurs when the value in one field conflicts with the value in another field. Click on the ***Last Name*** hyperlink to see a message explaining the error. This message will appear in red below the participant's SSN. You may then correct the data online.
- Soft check validation errors, which begin with the word "Message", provide important reminders, but do not require you to make any changes in your data.

If there are several participant records with errors, you may choose to correct the data offline and to later upload the corrected file. To download the file, which will include any updates you have saved, click on the "***Download Participant Data***" button under the participant list. After editing the data offline, return to ***Section II – Getting Started*** to upload the revised file. See **Section 5.5** for instructions on uploading a file.

If you are viewing the page for the first time, click on the ***See more navigational instructions and information about data errors*** hyperlink at the top of the page. This link will provide additional information about navigating the site. Click on the ***Back to Top*** hyperlink to return to the top of the page and edit participant records.

5.4 Participant Data Form

To access the online participant data entry page which displays data about each individual student:-

From the ***Section II*** - ***Getting Started*** page:

- Click on the "***Add New"*** button; or
- Transfer or upload data, or click on the "***Continue"*** button; on the **Section III - Getting Started** tab.

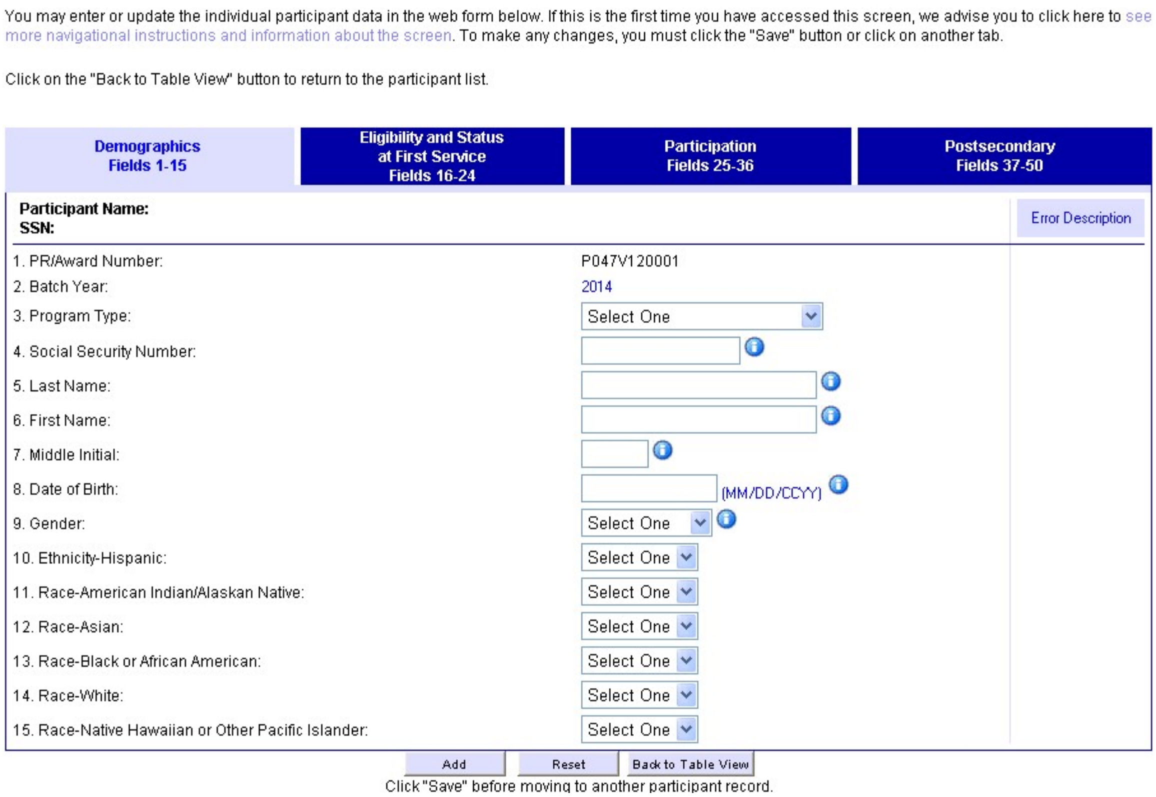
From the ***Table View*** page:

- Click on the ***Last Name*** hyperlink for a participant.

For most data fields on the participant data form tabs, dropdown menus will display valid field content. Clicking on the blue "information" icons that are found next to many fields will produce a pop-up box displaying valid options and instructions from the data structure as it appears on the TRIO Web pages. When you are finished with a box, you must click on the "x" to make it disappear before you can pop up another one.

5.4.1 Demographics Tab

Enter or update fields 1 through 15. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “***Save***”, “***Delete***”, “***Reset***”, or go “***Back to table view***”. To move to the next student, click the “***Save”*** button before clicking the ***Next >>*** link or the “***Back to table view”*** button.


You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the "Save" button or click on another tab.

Click on the "Back to Table View" button to return to the participant list.

Demographics Fields 1-15	Eligibility and Status at First Service Fields 16-24	Participation Fields 25-36	Postsecondary Fields 37-50

Participant Name:
SSN:

Error Description

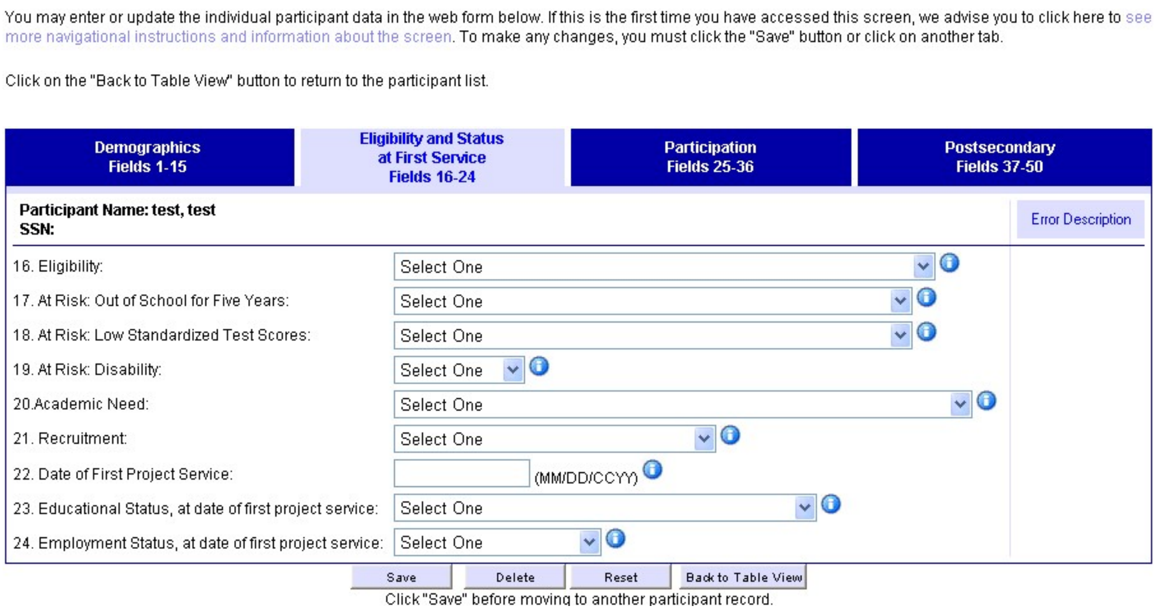
1. PR/Award Number:	P047V120001
2. Batch Year:	2014
3. Program Type:	Select One
4. Social Security Number:	
5. Last Name:	
6. First Name:	
7. Middle Initial:	
8. Date of Birth:	(MM/DD/CCYY)
9. Gender:	Select One
10. Ethnicity-Hispanic:	Select One
11. Race-American Indian/Alaskan Native:	Select One
12. Race-Asian:	Select One
13. Race-Black or African American:	Select One
14. Race-White:	Select One
15. Race-Native Hawaiian or Other Pacific Islander:	Select One

Add | Reset | Back to Table View

Click "Save" before moving to another participant record.

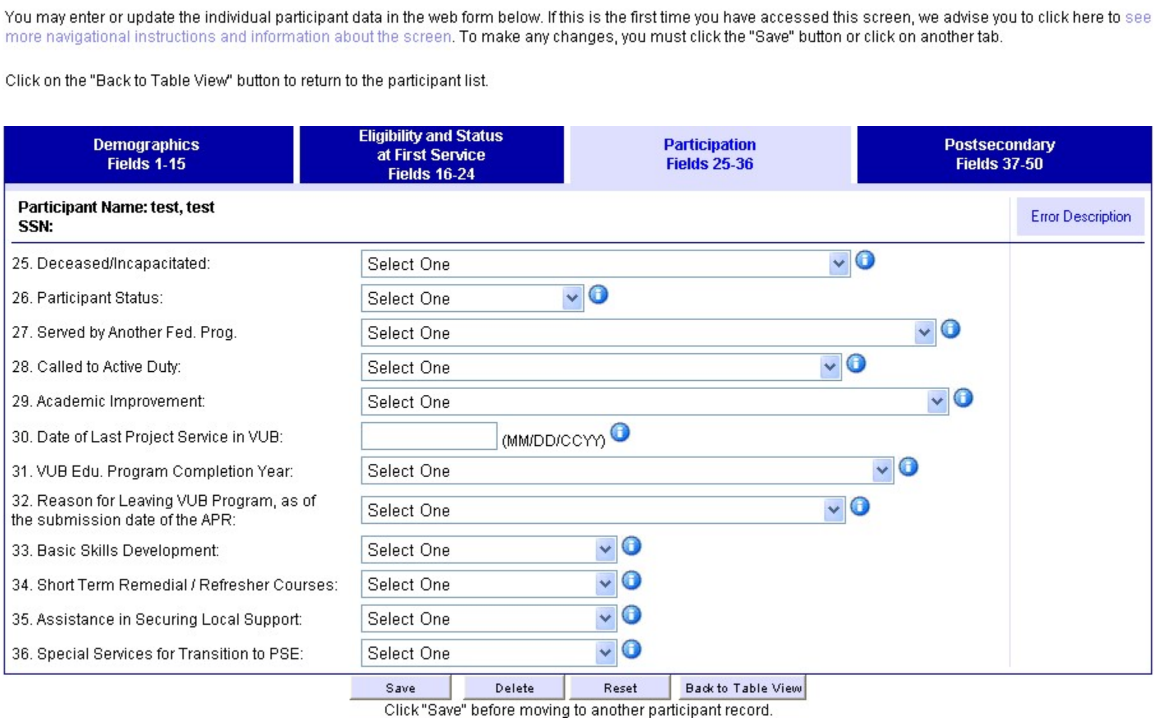
5.4.2 Eligibility and Status at First Service Tab

Enter or update fields 16 through 24. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “***Save***”, “***Delete***”, “***Reset***”, or go “***Back to table view***”. To move to the next student, click the “***Save”*** button before clicking the ***Next*** >> link or the “***Back to table view”*** button.



5.4.3 Participation Tab

Enter or update fields 25 through 36. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to Table View***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** >> link or the "***Back to table view"*** button.



You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the "Save" button or click on another tab.

Click on the "Back to Table View" button to return to the participant list.

Demographics Fields 1-15 | Eligibility and Status at First Service Fields 16-24 | Participation Fields 25-36 | Postsecondary Fields 37-50

Participant Name: test, test
SSN:

Error Description

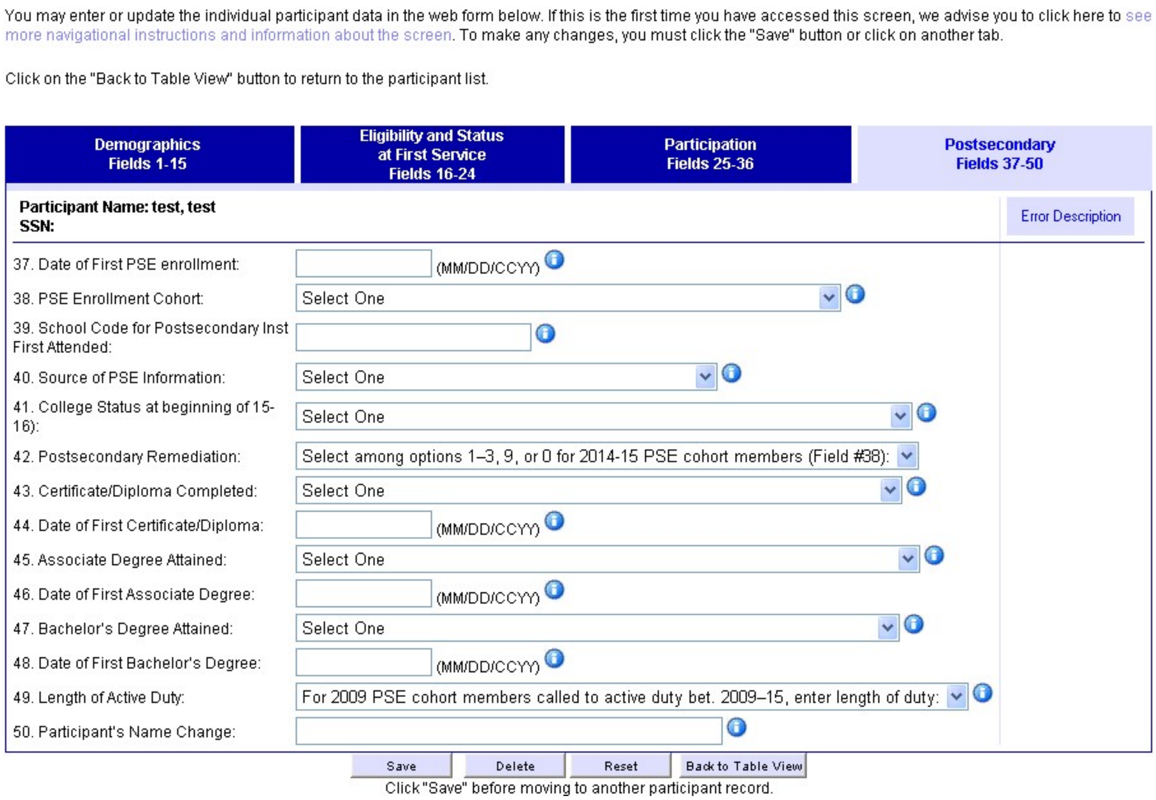
25. Deceased/Incapacitated:	Select One
26. Participant Status:	Select One
27. Served by Another Fed. Prog.	Select One
28. Called to Active Duty:	Select One
29. Academic Improvement:	Select One
30. Date of Last Project Service in VUB:	(MM/DD/CCYY)
31. VUB Edu. Program Completion Year:	Select One
32. Reason for Leaving VUB Program, as of the submission date of the APR:	Select One
33. Basic Skills Development:	Select One
34. Short Term Remedial / Refresher Courses:	Select One
35. Assistance in Securing Local Support:	Select One
36. Special Services for Transition to PSE:	Select One

Save | Delete | Reset | Back to Table View

Click "Save" before moving to another participant record.

5.4.4 Postsecondary Tab

Enter or update fields 37 through 50. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to "***Save***", "***Delete***", "***Reset***", or go "***Back to table view***". To move to the next student, click the "***Save"*** button before clicking the ***Next*** >> link or the "***Back to table view"*** button.


You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen. To make any changes, you must click the "Save" button or click on another tab.

Click on the "Back to Table View" button to return to the participant list.

Demographics Fields 1-15	Eligibility and Status at First Service Fields 16-24	Participation Fields 25-36	Postsecondary Fields 37-50

Participant Name: test, test
SSN:

Error Description

37. Date of First PSE enrollment:	(MM/DD/CCYY)
38. PSE Enrollment Cohort:	Select One
39. School Code for Postsecondary Inst First Attended:	
40. Source of PSE Information:	Select One
41. College Status at beginning of 15-16):	Select One
42. Postsecondary Remediation:	Select among options 1–3, 9, or 0 for 2014-15 PSE cohort members (Field #38):
43. Certificate/Diploma Completed:	Select One
44. Date of First Certificate/Diploma:	(MM/DD/CCYY)
45. Associate Degree Attained:	Select One
46. Date of First Associate Degree:	(MM/DD/CCYY)
47. Bachelor's Degree Attained:	Select One
48. Date of First Bachelor's Degree:	(MM/DD/CCYY)
49. Length of Active Duty:	For 2009 PSE cohort members called to active duty bet. 2009–15, enter length of duty:
50. Participant's Name Change:	

Save | Delete | Reset | Back to Table View

Click "Save" before moving to another participant record.

5.4.5 Screen Navigation Instructions:

Screen Navigational Instructions:

The participant data has been divided into four sections/tabs - Demographics, Eligibility and Status at First Service, Participation, and Postsecondary. The web form displays the participant's name and social security number on the left side of the screen, below the tabs.

- To navigate through the sections and view the data provided in each section, click on the Demographics, Eligibility and Status at First Service, Participation, and Postsecondary tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g., Last Name).
- To save changes, click on the "Save" button or click on another tab.
- To delete a record, click on the "Delete" button.
- To reset the data after you have already made changes, but have not saved, click on the "Reset" button.
- To advance to another participant's record, click on the "Next" or "Previous" link. You may also use the pull-down menu to select a record. Please note that you must click on the "Save" button before advancing to the "Next" or "Previous" record.

Error Descriptions:

The web form provides two types of error descriptions for the individual: (1) invalid data format/values; and (2) data validation errors. The invalid data format/value appear in the "Error Description" column. The data validation errors appear at the top of the screen in red. To correct these errors, grantees should choose a valid value from the pull-down menu, enter data where applicable, or update their file offline. For further instructions on how to update your file offline, click on the Back to Table View button, then select the "see more navigational instructions and information about the data errors" hyperlink.

The original value, if applicable, will be displayed in the "Transferred or Imported Value" column.

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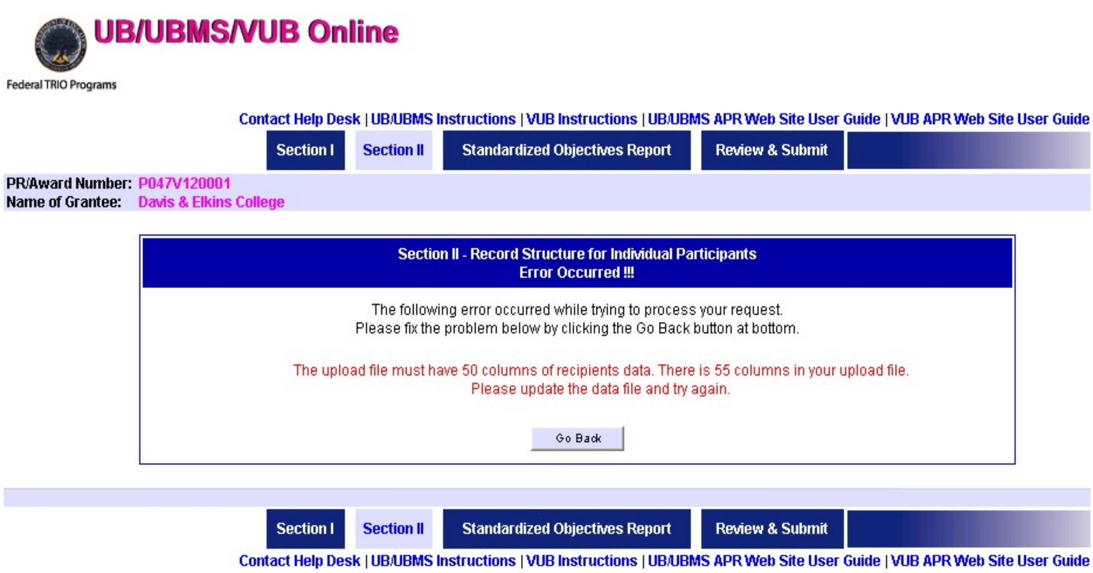
5.5 Unsuccessful upload of Excel file

If the system detects errors in your uploaded Excel file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are illustrated below.

5.5.1 Incorrect Number of Columns



5.5.2 Column Name Missing or Misspelled

Section II - Record Structure for Individual Participants

Error!

The column names in the file you attempted to upload were either missing, misspelled, or not in the correct order. See the error report below for detail(s). To correct the error (s):

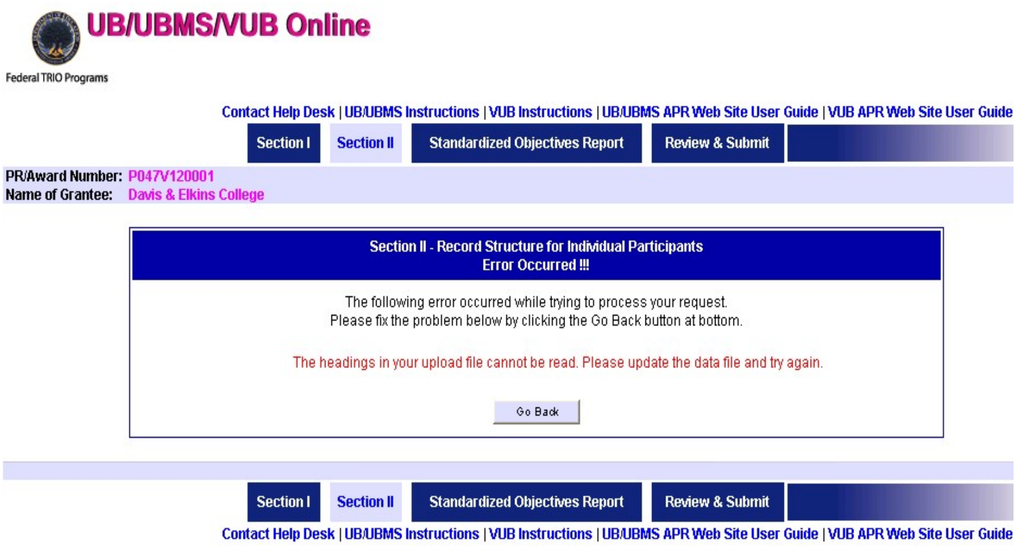
1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in Section II - Individual Record Structure.
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Error Report

	Expected Column Name	Column Name in Upload File	Error Fields
1	VetPR	VetPR	
2	VetBatchAY	VetBatchAY	
3	VetType	VetType	
4	VetSSN	VetSSN	
5	VetLastNM	VetLastNM	
6	VetFirstNM	VetFirstNM	
7	VetMI	VetMI	
8	VetDOB	VetDOB	
9	VetGenderCD	VetGenderCD	
10	VetEthnic	VetEthnic	
11	VetRace1	VetRace1	
12	VetRace2	VetRace2	
13	VetRace3	VetRace3	
14	VetRace4	VetRace4	
15	VetRace5	VetRace5	
16	VetEligCD	VetEligCD	
17	VetAtRiskSchool	VetAtRiskSchool	
18	VetAtRiskStdTest	VetAtRiskStdTest	
19	VetAtRiskDisability	VetAtRiskDisability	
20	VetNeed	VetNeed	
21	VetRecruit	VetRecruit	
22	VetProjEntDT	VetProjEntDT	
23	VetGradeLV1	VetGradeLV1	
24	VetJob	VetJob	
25	VetDeceased	VetDeceased	
26	VetPartCD	VetPartCD	
27	VetServed	VetServed	
28	VetCall	VetCall	
29	VetTestObj	VetTestObj	
30	VetLastSerDate	VetLastSerDate	
31	VetCompleteYR	VetCompleteYR	
32	VetLeave	VetLeave	
33	VetBasicSkill	VetBasicSkill	
34	VetRefresher	VetRefresher	
35	VetLocalSup	VetLocalSup	
36	VetSpSrvc	VetSpSrvc	
37	VetFirstEnrollDT	VetFirstEnrollDT	
38	VetPSECohort	VetPSECohort	
39	VetPSECode	VetPSECode	
40	VetSelfTranCD	VetSelfTranCD	
41	VetPSEGrLV	VetPSEGrLV	
42	VetPSRemediation	VetPSRemediation	
43	VetCertificateCD	VetCertificateCD	
44	VetCertificateDT	VetCertificateDT	
45	VetAssocDegreeCD	VetAssocDegreeCD	
46	VetAssocDegreeDT	VetAssocDegreeDT	
47	VetBachDegreeCD	VetBachDegreeCD	
48	VetBachDegreeDT	VetBachDegreeDT	
49	VetActiveDuty	VetActiveDuty	
50	FullNameChange	VetFullNameChange	Error

Go Back

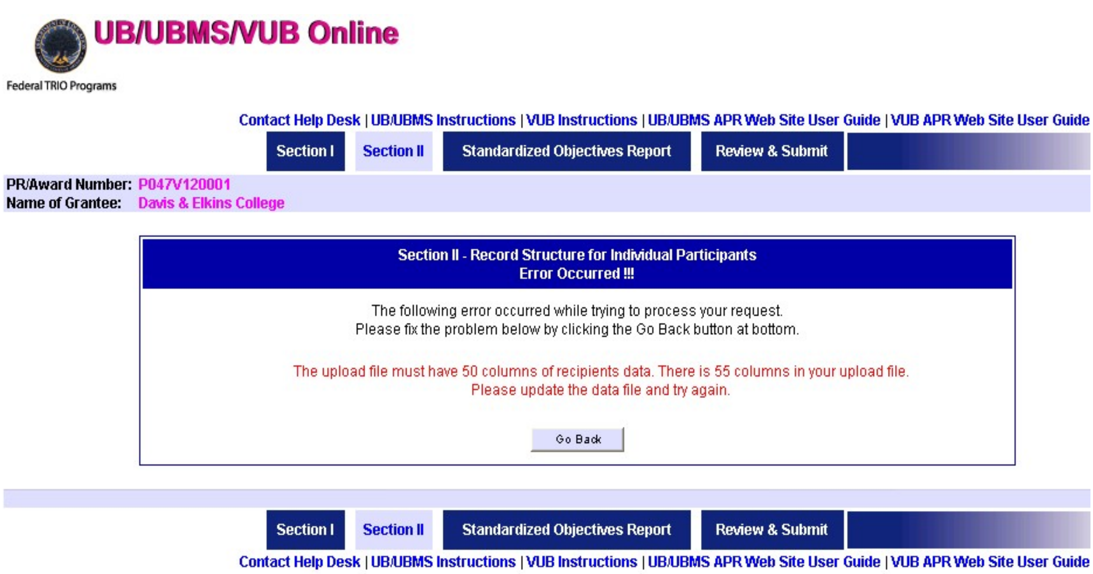
5.5.3 Error due to empty file



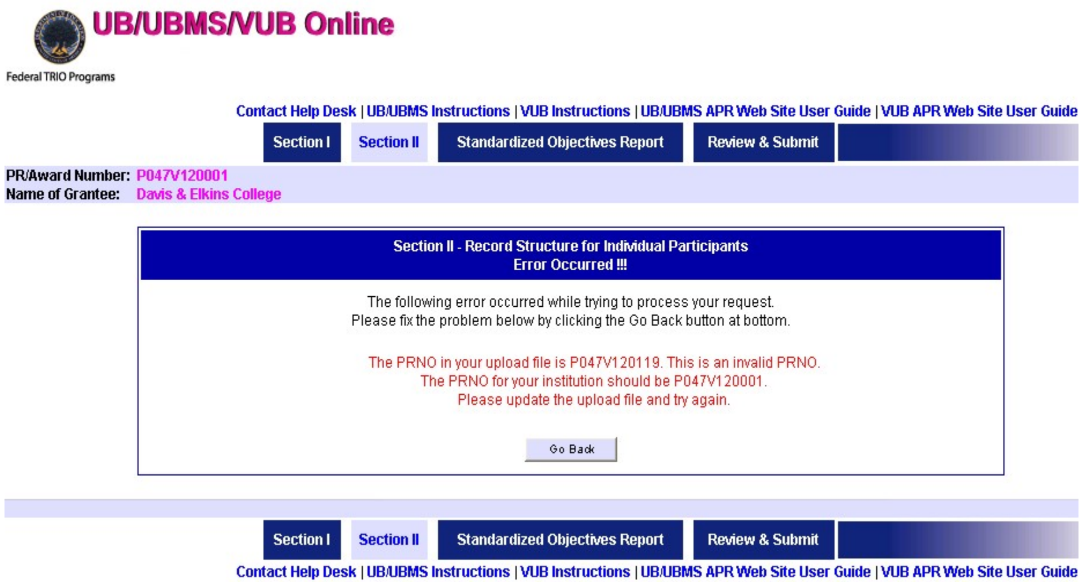
5.6 Unsuccessful Upload of CSV Files

If the system detects errors in your uploaded CSV file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are shown below.

5.6.1 Incorrect Number of Columns



5.6.2 Invalid PR Number



5.6.3 Column Name Missing or Misspelled, or Column Out of Order

Section II - Record Structure for Individual Participants

Error!

The column names in the file you attempted to upload were either missing, misspelled, or not in the correct order. See the error report below for detail(s). To correct the error (s):

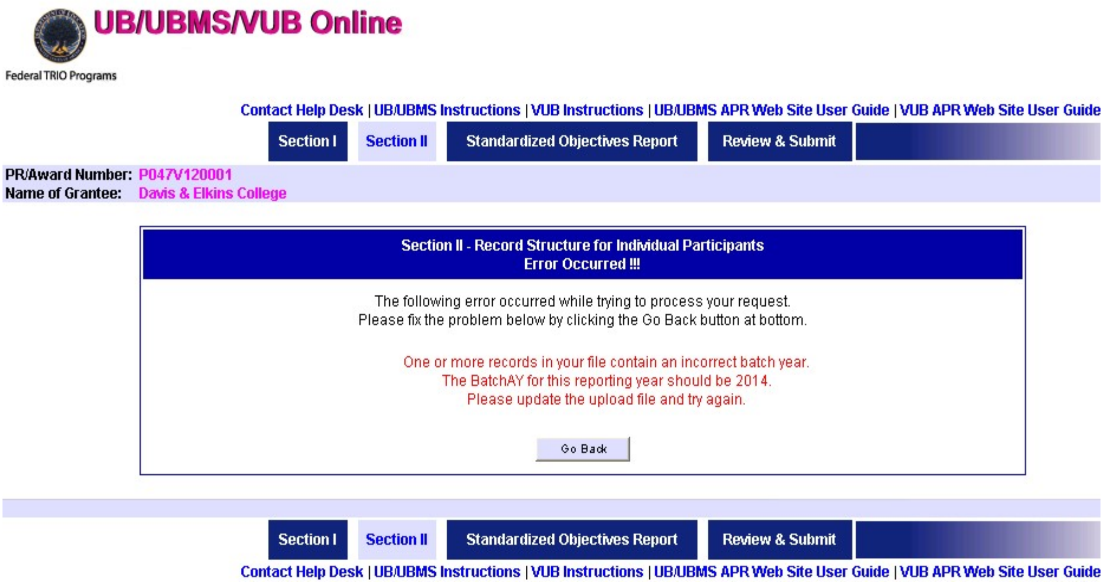
1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in Section II - Individual Record Structure.
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Error Report

	Expected Column Name	Column Name in Upload File	Error Fields
1	VetPR	VetPR	
2	VetBatchAY	VetBatchAY	
3	VetType	VetType	
4	VetSSN	VetSSN	
5	VetLastNM	VetLastNM	
6	VetFirstNM	VetFirstNM	
7	VetMI	VetMI	
8	VetDOB	VetDOB	
9	VetGenderCD	VetGenderCD	
10	VetEthnic	VetEthnic	
11	VetRace1	VetRace1	
12	VetRace2	VetRace2	
13	VetRace3	VetRace3	
14	VetRace4	VetRace4	
15	VetRace5	VetRace5	
16	VetEligCD	VetEligCD	
17	VetAtRiskSchool	VetAtRiskSchool	
18	VetAtRiskStdTest	VetAtRiskStdTest	
19	VetAtRiskDisability	VetAtRiskDisability	
20	VetNeed	VetNeed	
21	VetRecruit	VetRecruit	
22	VetProjEntDT	VetProjEntDT	
23	VetGradeLV1	VetGradeLV1	
24	VetJob	VetJob	
25	VetDeceased	VetDeceased	
26	VetPartCD	VetPartCD	
27	VetServed	VetServed	
28	VetCall	VetCall	
29	VetTestObj	VetTestObj	
30	VetLastSerDate	VetLastSerDate	
31	VetCompleteYR	VetCompleteYR	
32	VetLeave	VetLeave	
33	VetBasicSkill	VetBasicSkill	
34	VetRefresher	VetRefresher	
35	VetLocalSup	VetLocalSup	
36	VetSpSrvc	VetSpSrvc	
37	VetFirstEnrollDT	VetFirstEnrollDT	
38	VetPSECohort	VetPSECohort	
39	VetPSECode	VetPSECode	
40	VetSelfTranCD	VetSelfTranCD	
41	VetPSEGrLV	VetPSEGrLV	
42	VetPSRemediation	VetPSRemediation	
43	VetCertificateCD	VetCertificateCD	
44	VetCertificateDT	VetCertificateDT	
45	VetAssocDegreeCD	VetAssocDegreeCD	
46	VetAssocDegreeDT	VetAssocDegreeDT	
47	VetBachDegreeCD	VetBachDegreeCD	
48	VetBachDegreeDT	VetBachDegreeDT	
49	VetActiveDuty	VetActiveDuty	
50	FullNameChange	VetFullNameChange	Error

Go Back

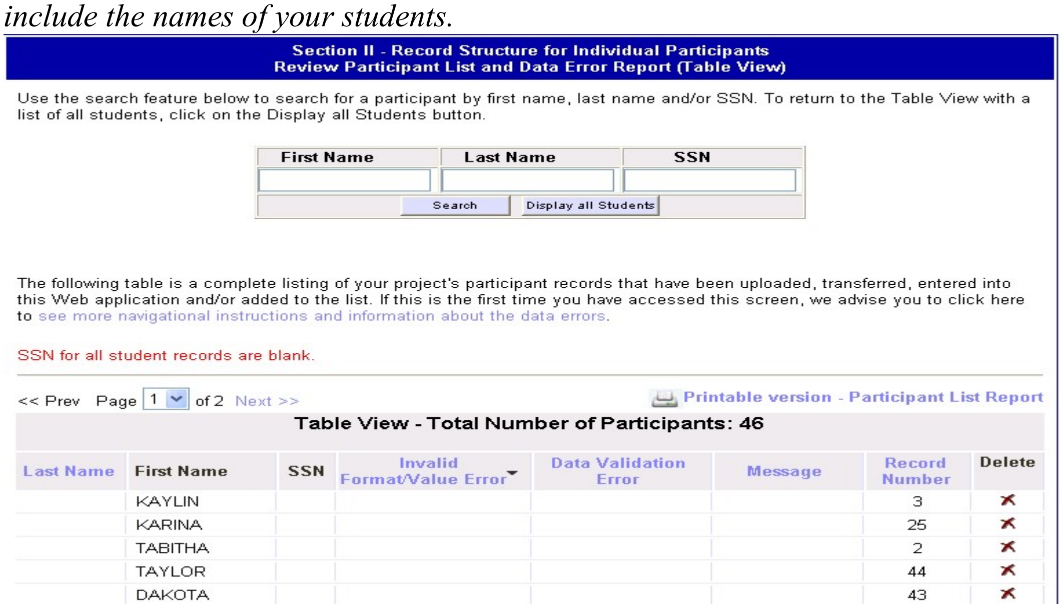
5.6.4 Invalid Batch Year



5.7 Successful Transfer or Upload – Table View Page

After a successful upload of your participant data file, if there are no errors displayed on the ***Table View*** page, proceed to "***Review and Submit***".

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.



STEPHEN	4
RYAN	27
KENNETH	45
KENDRA	5
LAURA	6
ASHLEY	38
DONAVAN	17
LOGAN	18
CHRISTOPHER	19
BRUTON	7
KYLA	8
CHEYENNE	21
CHRISTIE	35
KAYLIN	46
LARAMIE	9
CHRISTOPHER	36
ROBERT	28
TAYLOR	10
JESSICA	41
MEGAN	39

<< Prev Page 1 of 2 Next >>

Add Participant

6 Section III: Review and Submit (Tier 1)

6.1 Review and Submit Main Page:

Access this page by clicking the "***Review & Submit***" tab on top.

This page describes the two-tier validation process. Read the description and click the "***Start Submission***" button.

Review and Submit
Start Submission

The Review and Submit section will guide you through the submission process, which includes a two-tiered system for evaluating the quality of the data on participants. All grantees must complete both tiers. The **first tier data checks**, which apply to all projects, include the following:

- **Funded Rate and Eligibility Requirements Table**

  The table provides the following information:

  o The number of participants funded to serve and the number and percentage of participants actually served in the reporting year (the "funded rate").

  o The total number and percentage of participants served in the reporting year who are either first-generation and low-income, or first-generation, low-income, and at high risk for academic failure ("two-thirds requirement").

  If your funded rate is below 100%, you will be asked to review your data file to confirm that you correctly updated the participant status (field #26) and/or included records for all participants served in 2014-15.

  If your two-thirds eligibility rate is below 66%, we recommend that you review the eligibility status (field #16) to ensure that you entered the correct status for each participant.

- **Current Participants and Eligibility Status Report**

  The Web application provides a list of current year participants so that you can easily view the name, participant status (e.g., new, continuing) as drawn from field #26, and eligibility status (drawn from field #16) of each new, continuing, reentry, or transfer participant included in the project's APR data file. If you did not meet the program requirements reflected in the Funded Rate and Eligibility Requirements table, you should check to see if you failed to update or correct any records; making such corrections might allow you to demonstrate that you met the requirements. If, however, you confirm that the data file is correct as it stands, and that your project indeed did not meet requirements, you will be asked to provide an explanation for the **low funded rate only**. No explanation is requested in the APR for the eligibility rate.

- **Critical Fields Report**

  This report provides the percentage of participant records for which you entered "Unknown" for 9 data fields that we have determined are critical for analyzing project and program outcomes. Since a response of "Unknown" does not provide usable information for data analysis, we ask you to review fields for which 10% or more of your records have a response of "Unknown." If you find it possible to provide a response other than "Unknown," please do so. If you do not have sufficient data to drop below 10% for one or more of these fields, please explain in the text box why the data is not available.

All grantees must also undergo **Tier 2 data checks** after the Tier 1 submission of the APR. These second tier data checks compare the 2014-15 participant data with data submitted in prior years (that is, with the VUB system of records). These checks include the following reports:

- **New Participants Verification Report.** This report compares the participants listed as "new" or "reentry" on the 2014-15 APR with those listed as "new" or "reentry" on the 2013-14 APR. Those participants listed as "new" or "reentry" in both years are displayed. You must update the student records accordingly or provide an explanation for the apparent conflict.

- **Match to Prior Report.** This report compares the participants on the 2014-15 APR with the 2013-14 data file to ensure that all participants included on the earlier file appear on the 2014-15 file. Any 2013-14 participants not included in the 2014-15 file will be displayed on the Match to Prior report. You must restore all the student records on this report to the 2014-15 file and, as necessary, update the data fields for these participants. To help grantees investigate missing data, the Match to Prior report includes names, dates of birth, SSNs, and dates of first service for the missing students.

  Note: As discussed in the APR letter, the Department removed from last year's data approximately 4,650 old records that have no bearing on PE calculations for the 2012–17 cycle. One or more of these removed records may have appeared in the data you submitted in 2013–14. You need to restore only the records that may appear in the Match to Prior report; these missing records will not overlap with the 4,650 that we intentionally removed. For further information, please see the APR letter.

- **Postsecondary Education Enrollment Cohort Year Report.** The VUB system of records includes postsecondary education enrollment cohort codes (field #38) that TRIO established, using previous APRs' data, for participants served in the 2007–12 cycle and also for participants first served in 2012–13 and 2013-14. The Postsecondary Education Enrollment Cohort Year Report, ensures the accuracy of the cohort codes established for your participants. Cohort years 2008–2014 reported in your 2014-15 APR must match those of the VUB system of records as reflected in your download file available in the "Getting Started" step of the APR. Also, if a code of 9999 appears in the download file, that code must be maintained in your 2014-15 APR. If a code of 8888 appears in the download file, allowable codes in the 2014-15 APR include 8888, 2014, 2015, and 9999. Should any participants appear in the Postsecondary Education Enrollment Cohort Year Report, you will not be able to submit the APR until the participant's cohort code is changed in accordance with the principles stated above.

- **Cohort Comparison Report:** First used in the 2013-14 APR, the Cohort Comparison Report adds further assurance of cohorts' accuracy by comparing the number of participants with various values for field #38 for both the VUB system of records and your 2014-15 data file. For further information on postsecondary education enrollment cohorts, see the discussion of field #38 in the General Instructions.

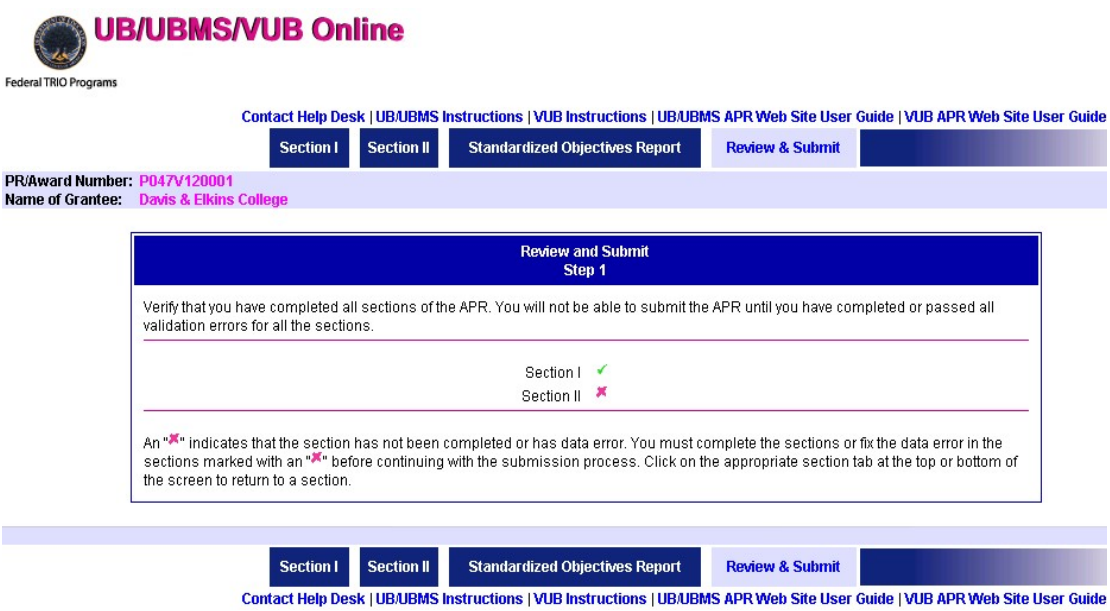
You will receive an e-mail confirmation that the report has been submitted. If there is a need to revise the APR after it has been submitted, please contact the Help Desk for assistance. Please note that the Department will only accommodate revisions until the due date for submitting the APR.

Click the "Start Submission" button to begin.

Start Submission

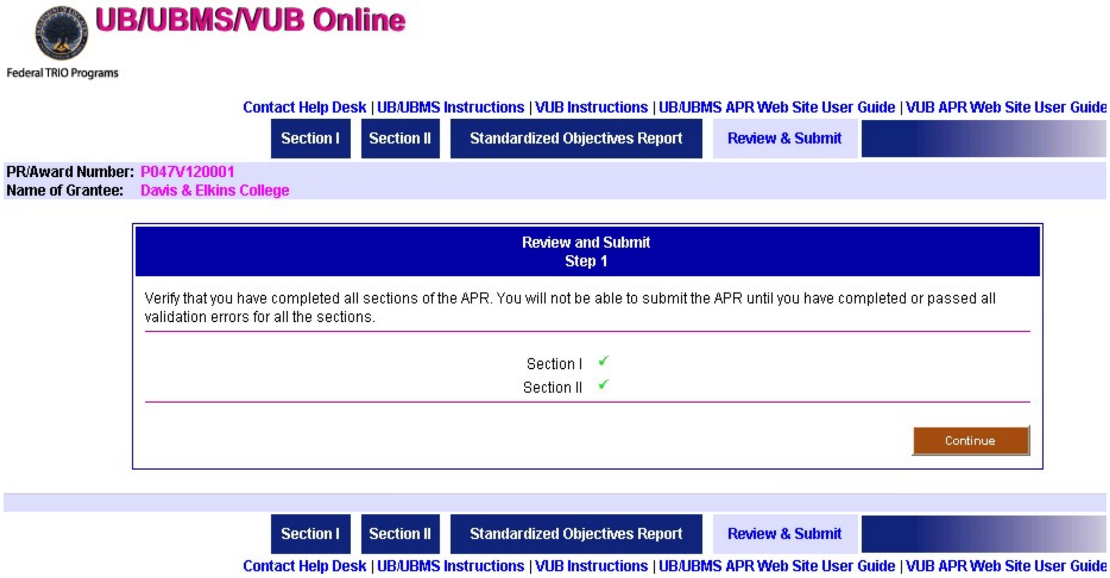
6.1.1 Review and Submit - Step 1: (With Errors)

If there are any sections of the APR that you have not completed, they will display with an "X" on this page. You must complete any section marked with an "X" before you continue.



6.1.2 Review and Submit - Step 1: (no Errors)

When you submit with all sections of the APR complete, the following page will display. Click on the "***Continue***" button.



6.2 Review and Submit - Step 2

The Funded/Served Rate report includes a comparison on the number of current participant records with the number of participants the grantee was approved to serve in 2014-15 but also to provide information on the eligibility status of current participants (that is, participants who are first-generation and/or low-income). If your funded rate is below 100%, you will be asked to review certain aspects of your data, as described on the page below.

6.2.1 Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report (Outside Range)

If the percentage of students participating in the project is less than 100%, you may correct a student’s status by clicking on his or her name, or submit an explanation in the box provided.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students and will display 20 records at a time.

Review and Submit

Step 2 - Funded Rate and Eligibility Requirements Table and Current Participants and Eligibility Status Report

2014-15 Funded Rate and Eligibility Requirements Table

The table below provides information on: (a) the number of participants funded to serve and actually served and (b) the total number and percent of participants served who were either first-generation and low-income, or first-generation, low income and at high risk for academic failure. The expectation is that a project will serve at least as many participants (i.e., 100% or more) as the project was funded to serve and that at least two-thirds (i.e., 66% or greater) of the participants served during the reporting year will be either first-generation and low-income, or first-generation, low-income, and at high risk for academic failure.

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility codes for each current participant for whom you provided information are correct. Your "current participants" are coded in field #26 as a 1, 2, or 3. Only current participants coded 1 (low-income and first-generation) and 7 (low-income, first-generation and high risk for academic failure) in field #16 are reflected in the column entitled 2/3 Eligibililty Percentage.

Funded Rate and Eligibility Requirements Table				
Number of Participants Funded to Serve & Served			2/3 Eligibility Requirements	
Number Funded to Serve	Number of Current Participants Served	Percentage Served	Number of first-generation & low-income participants, and first-generation, low income & high risk for academic failure participants	2/3 Eligibility Percentage
158	132	83%	117	89%

2014-15 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and reentry participants who received projects services (1, 2, or 3) along with the participant's eligibility status.

1. Your current participants are derived from field #26 and are coded as follows:
   1 = New participant, for reporting period
   2 = Continuing participant (from immediately preceding reporting period)
   3 = Reentry participant

2. The eligibility status codes are derived from field #16 and are:
   1 = Low-income and First-Generation
   2 = Low-income only
   3 = First-generation only
   4 = High risk for academic failure only
   5 = Low-income and at high risk for academic failure
   6 = First generation and at high risk for academic failure
   7 = Low-income, first-generation, and at high risk for academic failure
   0 = Unknown

Please review the information carefully and

- verify that the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, or 3) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants you were funded to serve.

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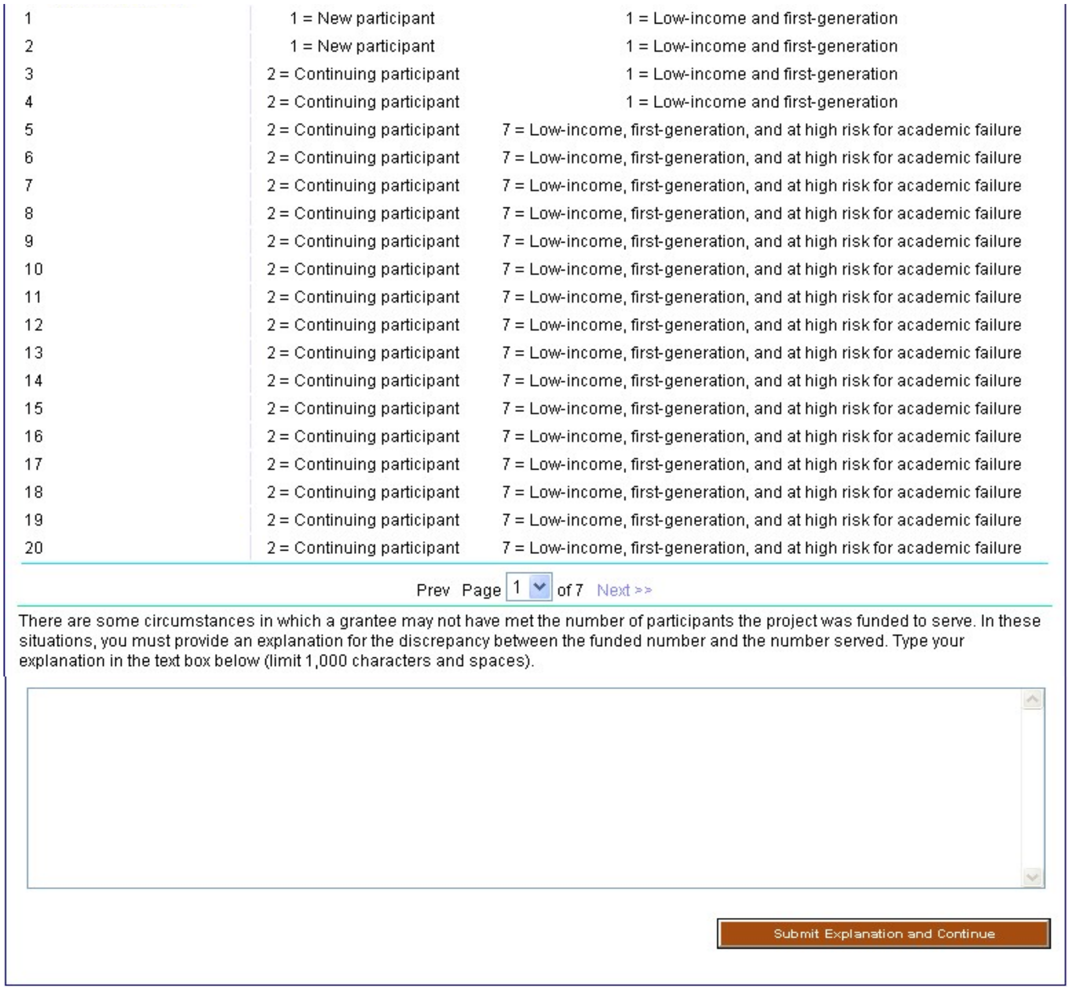
Current Participants and Eligibility Status Report for 2014-15

Participant's Name	Participant Status Code	Eligibility Status Code



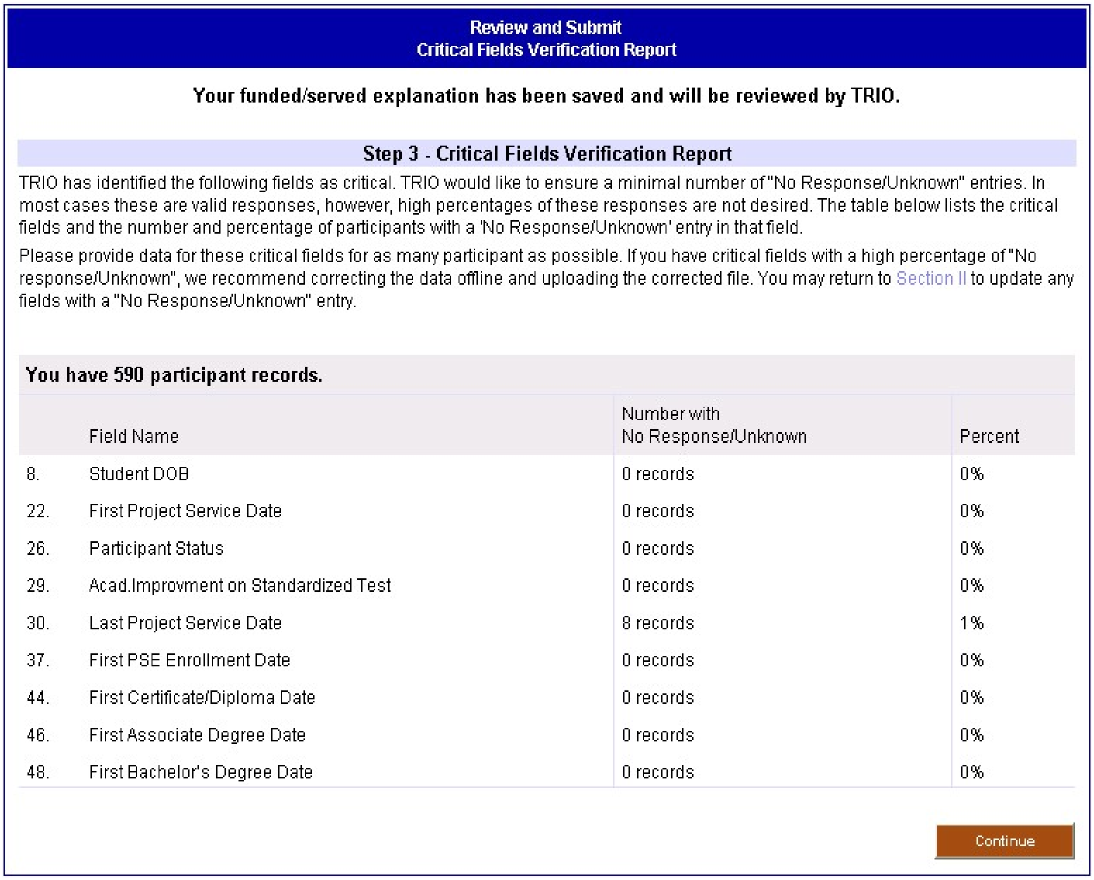
6.3 Critical Fields Verification Report - Step 3

The next step of the Tier 1 process is the **Critical Fields Verification Report**. This page lists fields that TRIO considers critical for analyzing project and program outcomes. The system calculates the percentage of these fields in your participant records with "***No Response/Unknown***".

We ask that you review fields for which 10% or more of the records have "***No Response/Unknown***" and either correct/update the data or provide an explanation as to why the data is not available.

To change a participant's record so as to provide data on critical fields, click on the ***Section II*** hyperlink. Once you have made the necessary changes, click on the ***Review***

and Submit tab to resubmit your data. If you are unable to update all data, enter an explanation in the text box.



Review and Submit
Critical Fields Verification Report

Your funded/served explanation has been saved and will be reviewed by TRIO.

Step 3 - Critical Fields Verification Report

TRIO has identified the following fields as critical. TRIO would like to ensure a minimal number of "No Response/Unknown" entries. In most cases these are valid responses, however, high percentages of these responses are not desired. The table below lists the critical fields and the number and percentage of participants with a 'No Response/Unknown' entry in that field.

Please provide data for these critical fields for as many participant as possible. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 590 participant records.

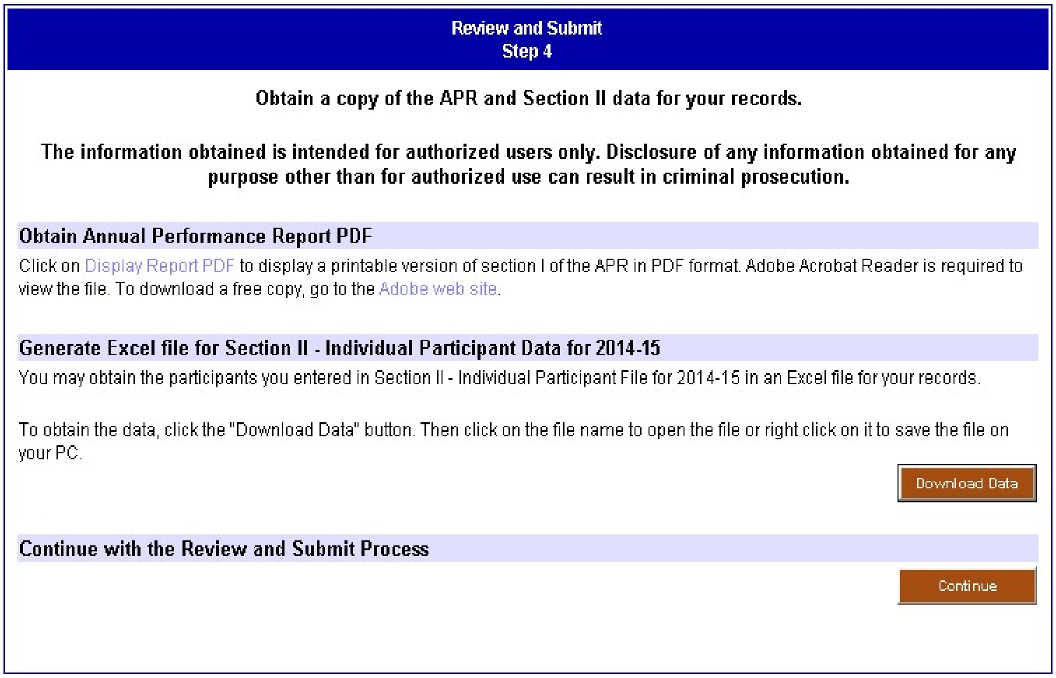
	Field Name	Number with No Response/Unknown	Percent
8.	Student DOB	0 records	0%
22.	First Project Service Date	0 records	0%
26.	Participant Status	0 records	0%
29.	Acad.Improvment on Standardized Test	0 records	0%
30.	Last Project Service Date	8 records	1%
37.	First PSE Enrollment Date	0 records	0%
44.	First Certificate/Diploma Date	0 records	0%
46.	First Associate Degree Date	0 records	0%
48.	First Bachelor's Degree Date	0 records	0%

Continue

6.4 Review and Submit - Step 4:

This page lets you display a printable PDF version of your APR through the "Funded Rate" and "Critical Fields" reports. Click on ***Display Report PDF*** to view Sections I and II of the report. Print the file for your records. If your project presents issues needing resolution in the Tier 2 data checks, you will have an opportunity to obtain an updated PDF at the end of Tier 2.

If you do not already have a final copy of your data, or have made changes to the data since you uploaded it, click the "***Download Data***" button to create an Excel spreadsheet of the data you entered in Section II. Save this file to your workstation. Click on the "***Continue***" button.



Review and Submit
Step 4

Obtain a copy of the APR and Section II data for your records.

The information obtained is intended for authorized users only. Disclosure of any information obtained for any purpose other than for authorized use can result in criminal prosecution.

Obtain Annual Performance Report PDF

Click on Display Report PDF to display a printable version of section I of the APR in PDF format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

Generate Excel file for Section II - Individual Participant Data for 2014-15

You may obtain the participants you entered in Section II - Individual Participant File for 2014-15 in an Excel file for your records.

To obtain the data, click the "Download Data" button. Then click on the file name to open the file or right click on it to save the file on your PC.

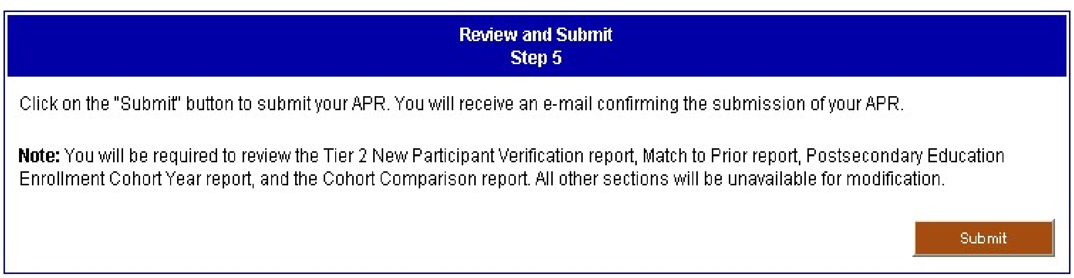
Download Data

Continue with the Review and Submit Process

Continue

6.4.1 Review and Submit - Step 5:

Click on the "***Continue***" button. The APR is not complete until the participant data passes the second tier data checks. Instructions will display after you submit. No other sections will be available after submission.



Review and Submit
Step 5

Click on the "Submit" button to submit your APR. You will receive an e-mail confirming the submission of your APR.

Note: You will be required to review the Tier 2 New Participant Verification report, Match to Prior report, Postsecondary Education Enrollment Cohort Year report, and the Cohort Comparison report. All other sections will be unavailable for modification.

Submit

6.5 Submission with Tier 2 Data Validation – Step 6

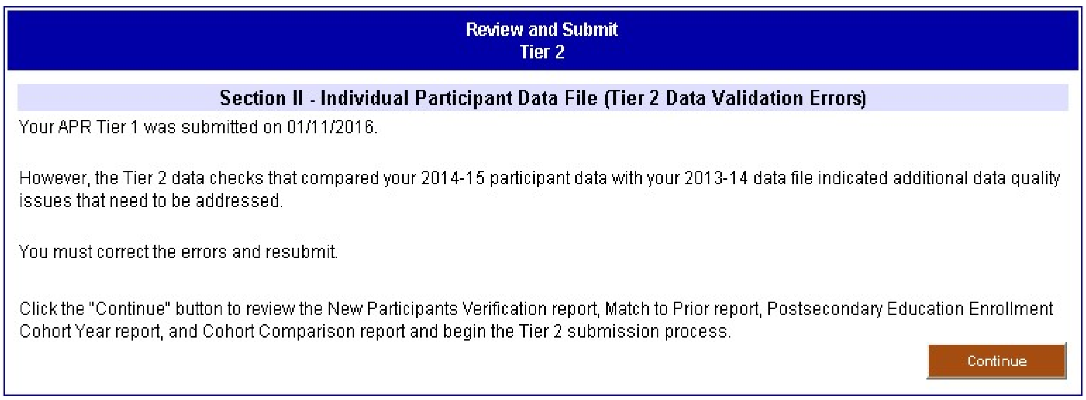
After initial submission of the APR, the Tier 2 validation process compares the 2014-15 participant data with the VUB system of records. If this is your first year of funding, your report is excluded from these data quality checks.

The second tier data checks include the ***New Participant Verification, Match to Prior, Postsecondary Education Enrollment Cohort Year and Cohort Comparison*** reports.

Review and Submit APR Submitted (with Tier 2 errors):

If Tier 2 data validation identifies errors in Section II of your report, the Review and Submit Tier 2 page will display identifying the APR submission date. Please note that if you make any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be re-run. If there are additional data errors, you must correct these prior to resubmitting the APR.

Click on the "***Continue***" button to review the New Participant Verification, Match to Prior, Postsecondary Education Enrollment Cohort Year and Cohort Comparison Reports and begin the Tier 2 submission process.



6.6 Tier 2 Verification Reports

6.6.1 Tier 2 - New Participant Verification Report

This report compares the participants listed as "new" or "reentry" on the 2014-15 APR with those participants listed on the 2013-14 APR. If you reported a participant on the 2013-14 file, that individual's participation status must be updated for the current reporting year.

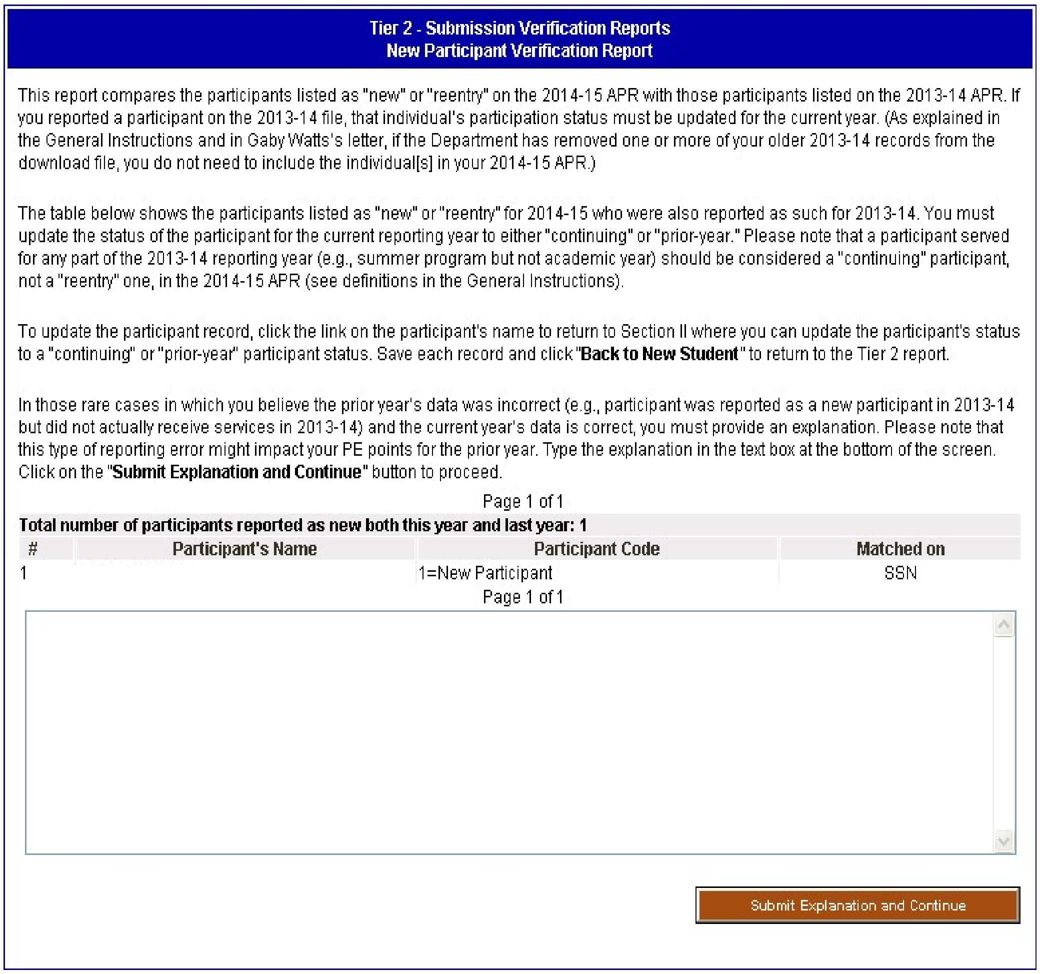
New Participant Verification Report - (with errors)

The table below shows the participants listed as "new" or "reentry" for 2013-14 who are also reported as such for 2014-15.

To correct a participant record, click on the student name hyperlink to return to Section II. Here you can change the participant status code (field 26) to "continuing" or "prior-year". Save each record and click "***Back to New Student***" to return to the Tier 2 report.

In those rare cases in which you believe the prior year's data was incorrect and the current year's data is correct, you must provide an explanation. Type the explanation in the text box at the bottom of the screen. Click on the "***Submit Explanation and Continue***" button to proceed.

Note – student names have been removed from the screen shot below. Your screen will include the names of your students.



Tier 2 - Submission Verification Reports
New Participant Verification Report

This report compares the participants listed as "new" or "reentry" on the 2014-15 APR with those participants listed on the 2013-14 APR. If you reported a participant on the 2013-14 file, that individual's participation status must be updated for the current year. (As explained in the General Instructions and in Gaby Watts's letter, if the Department has removed one or more of your older 2013-14 records from the download file, you do not need to include the individual[s] in your 2014-15 APR.)

The table below shows the participants listed as "new" or "reentry" for 2014-15 who were also reported as such for 2013-14. You must update the status of the participant for the current reporting year to either "continuing" or "prior-year." Please note that a participant served for any part of the 2013-14 reporting year (e.g., summer program but not academic year) should be considered a "continuing" participant, not a "reentry" one, in the 2014-15 APR (see definitions in the General Instructions).

To update the participant record, click the link on the participant's name to return to Section II where you can update the participant's status to a "continuing" or "prior-year" participant status. Save each record and click "**Back to New Student**" to return to the Tier 2 report.

In those rare cases in which you believe the prior year's data was incorrect (e.g., participant was reported as a new participant in 2013-14 but did not actually receive services in 2013-14) and the current year's data is correct, you must provide an explanation. Please note that this type of reporting error might impact your PE points for the prior year. Type the explanation in the text box at the bottom of the screen. Click on the "**Submit Explanation and Continue**" button to proceed.

Page 1 of 1

Total number of participants reported as new both this year and last year: 1

#	Participant's Name	Participant Code	Matched on
1		1=New Participant	SSN

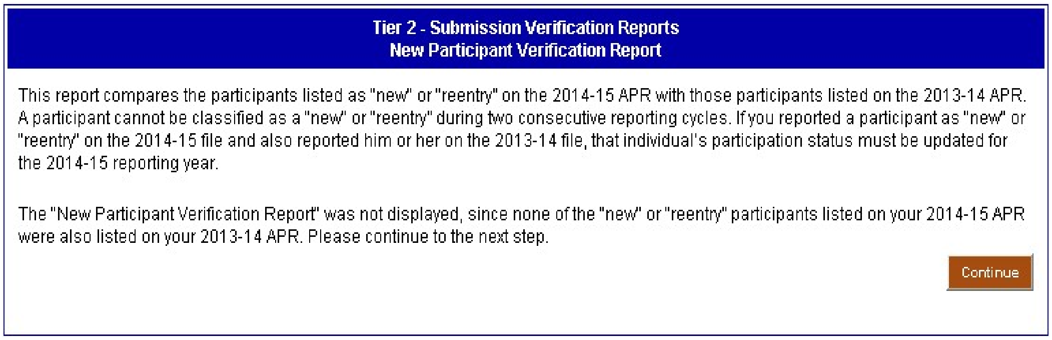
Page 1 of 1

Submit Explanation and Continue

Click on the "***Submit Explanation and Continue***" button. Your explanation will be acknowledged in the next report.

Tier 2 - New Participant Verification Report - (no errors)

If your file passes the ***New Participant*** review, you will see a screen similar to the one below. Click on the "***Continue***" button.



6.6.2 Match to Prior Report

The ***Match to Prior*** report compares participants on your 2014-15 APR with the VUB system of records for your project to ensure that you have included in your APR all participants reported in your 2013-14 APR.

Mismatches: Grantees sometimes find in the MTP report a student who they know is already in their 2014–15 APR. Often the explanation is that an earlier year's record for a student does not match the 2014-15 record because the latter has a change in SSN, date of birth, or spelling of first or last name. The data below includes name, date of birth, SSN, and date of first service for missing students so that you may more readily resolve any confusion in records.

How to restore student records to your 2014-15 APR file: To restore any participants listed below to your 2014-15 APR file, click the box aligned with the student's name; then click "Update 2014-15 file." To add at one time all students listed on the page, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2014-15 APR file, you should update the data fields for the affected student(s).

Note – student names and SSNs have been removed from the screen shot below. Your screen will include the names of your students and their SSNs.

Tier 2 - Submission Verification Reports

Match to Prior (MTP) Report

This report compares the participants on your 2014-15 APR with the VUB system of records for your project to ensure that you have included in your APR all participants reported in your 2013-14 APR, with the exception of any records that the Department may have excluded; please see the General Instructions and Gaby Watts's letter for more detail. Those participants included in the 2013-14 report, but not on your 2014-15 APR, are displayed below.

Mismatches: Grantees sometimes find in the MTP report a student who they know is already in their 2014-15 APR. Often the explanation is that an earlier year's record for a student does not match the 2014-15 record because the latter has a change in SSN, date of birth, or spelling of first or last name. The data below includes name, date of birth, date of first service, and, if available, SSN for missing students so that you may more readily resolve any confusion in records.

Please **do not click the box to restore the record** for a student listed below in the MTP report if you believe you already have a record in your 2014-15 APR for the student as this will result in two records for one student. Instead contact the Help Desk to have your 2014-15 APR "un-submitted", so that you can change the identifying data for the student (SSN, date of birth, and spelling of first and last name) to match the data in the UB system of records (and displayed in this report).

Please do not change identifying data for students reported in the prior year's APR, even if the identifying data has errors. For the sake of the VUB system of records, it makes no difference if a student's record has misspellings or an inaccurate SSN as long as the record remains the same from year to year; moreover, the APR includes a field introduced in 2013-14, Participant's Name Change (#50), which allows grantees to record name changes without disturbing continuity in established identifying data.

How to restore student records to your 2014-15 APR file: To restore any participants listed below to your 2014-15 APR file, click the box aligned with the student's name; then click "Update 2014-15 file." To add at one time all students listed on the page, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2014-15 APR file, you will need to update the data fields for the affected student(s).

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Total participants in the VUB system of records not listed in the 2014-15 submission: 848

#	Participant Name	DOB	SSN	Date of First Project Service	Check All on Current Page
1				09/08/2010	☐
2				04/09/2009	☐
3				06/11/2013	☐
4				10/25/2012	☐
5				10/10/2007	☐
6				07/18/2011	☐
7				04/09/2014	☐
8				12/22/2006	☐
9				12/06/2012	☐
10				02/27/2008	☐
11				01/02/2009	☐
12				02/28/2011	☐
13				01/17/2012	☐
14				01/17/2012	☐
15				01/15/2013	☐
16				03/03/2009	☐
17				09/01/2010	☐
18				02/17/2006	☐
19				02/12/2013	☐
20				05/03/2012	☐

Update 2014-15 file

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To add the participants, click "***Check all on current page***" or click on the box for each participant that you want to add to your file. Then click on "***Update 2014-15 file***." This will return you to Section II and allow you to update the participant records. After updating participant records, click on the "***Go Back to Tier II Verification Report***" button.

Tier 2 – Match to Prior Report - (no errors)

After adding all the students back to the 2013-14 file, you will see a screen similar to the one below when you return to Tier 2 – Match to Prior Report.

Click on the "***Continue"*** button.

6.6.3 Postsecondary Education Enrollment Cohort Year Report

The ***Postsecondary Education Enrollment Cohort Year*** report compares the data provided in field #38 (PSE enrollment cohort year) of the 2014-15 file with the VUB system of records for your project to ensure that all the participants' PSE enrollment cohort year data (field #38) in your 2014-15 data file matches with the VUB system of records.

Mismatches: Check your records carefully for participants listed in the report—particularly for first and last names, SSN, and data of birth you provided in each year the individual appeared on your file. Remember that, if you changed the participant's identifying data (name, SSN, and date of birth) in this year or an earlier APR, the VUB system of records may not match to the correct record for the participant; you may therefore be prompted to accept an incorrect cohort year. If you suspect that you are being prompted to accept an incorrect cohort because of a matching problem, please change the identifying data in your 2014-15 APR to match the data you provided in your 2013–14 report. If this does not resolve the problem, please contact the Help Desk.

How to accept cohort values from the UB system of records: Depending on the specifics of the participant's record, either you will be able to check a box to accept the value in the VUB system of records, or you may select among 8888, 2014, or 9999 in a dropdown menu. To select all individuals listed on the page, click "Check All on Current Page" before clicking the "Update" box. The Web application will then automatically update the participant's records in your file to match that of the VUB system of records.

In situations in which you are selecting among 8888, 2013, 2014, or 9999, if you select an option that generates a data validation, the Web application will provide a link to return you to the "Table View" so that you may update your data.

Note – student names and SSNs have been removed from the screen shot below. Your screen will include the names of your students and their SSNs.

Tier 2 - Submission Verification Reports

Postsecondary Education Enrollment Cohort Year Report

A cohort year can be set for a participant only when he or she has completed the VUB program in one project year (for example, 2012–13) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2013–14). The Postsecondary Education Enrollment Cohort Year Report compares data on cohort years (field #38) in your 2014-15 APR with data in the VUB system of records. The system's data appears in the download file available in the "Getting Started" step of the APR. (Background information on cohort values appears in field #38 itself and in the General Instructions.)

- If values of 2008–14 or 9999 for any participant in the VUB system of records differ from data in your 2014-15 APR for that participant, his or her name will appear in the cohort report below.
- If the value in the VUB system of records is 8888 for any of your participants, your 2014-15 APR value for that individual must be 8888, 2014, 2015, or 9999; if any other value appears for the participant in your APR, his or her name will appear in the cohort report.

The Department established cohort values in the VUB system of records based on data in grantees' 2012–13 and 2013-14 APRs; code 2014 values were established for some participants, but more individuals in this cohort will be first identified in the 2014–15 APR. The Department is not considering any changes to cohort years and the 9999 code in the VUB system of records. Thus, for all discrepancies between the system of records and your 2014-15 APR involving values of 2012–14 or 9999, please accept the value in the column "VUB System of Records' PSE Enrollment Cohort Year." For cases in which the VUB system of records has a cohort value of 8888 while your 2014-15 APR has a value other than 8888, 2014, 2015, or 9999, the participant's name will appear along with a dropdown menu that you must use to accept one of those four options for the participant.

(Note: As explained in the General Instructions and Gaby Watts' letter, the Department dropped from the VUB system of records, and from the download file, all records with a cohort value of 2222 [Completed the VUB program and enrolled in postsecondary education prior to the 2008–09 project year]. While projects are free to restore any record with a value of 2222 to their 2014–15 APR, these records will not be reflected in the Cohort Year report.)

Mismatches: Check your records carefully for participants listed in the report—particularly for first and last names, SSN, and data of birth you provided in each year the individual appeared on your file. Remember that, if you changed the participant's identifying data (name, SSN, and date of birth) in this year or an earlier APR, the VUB system of records may not match to the correct record for the participant; you may therefore be prompted to accept an incorrect cohort year. If you suspect that you are being prompted to accept an incorrect cohort because of a matching problem, please change the identifying data in your 2014-15 APR to match the data you provided in your 2013-14 report. If this does not resolve the problem, please contact the Help Desk.

How to accept cohort values from the UB system of records: Depending on the specifics of the participant's record, either you will be able to check a box to accept the value in the VUB system of records, or you may select among 8888, 2014, 2015, or 9999 in a dropdown menu. To select all individuals listed on the page, click "Check All on Current Page" before clicking the "Update" box. The Web application will then automatically update the participant's records in your file to match that of the VUB system of records.

In situations in which you are selecting among 8888, 2014, 2015, or 9999, if you select an option that generates a data validation, the Web application will provide a link to return you to the "Table View" so that you may update your data.

Page 1 of 1

Total students on the 2014-15 data file whose PSE Enrollment Cohort Year is different from that in the VUB system of records: 1

#	Name	SSN	VUB System of Records' PSE Enrollment Cohort Year	PSE Enrollment Cohort Year in 14-15 APR	Check All on Current Page
1			2008	9999	☐
					Update PSE Cohort Year on 2014-15 file

Page 1 of 1

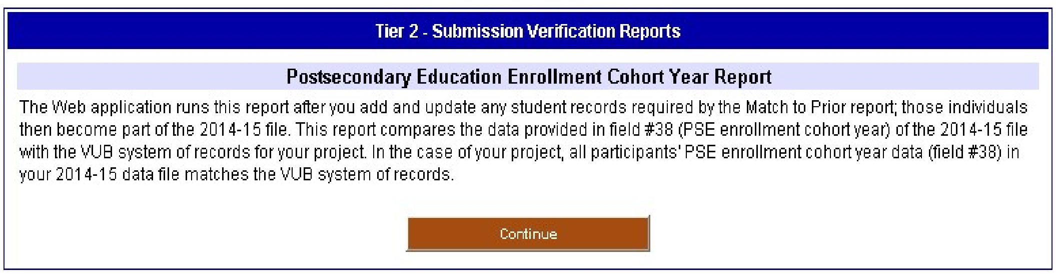
Obtain PSE Enrollment Cohort Year Report PDF

Click on Display PSE Enrollment Cohort Year Report to display a printable version of the report in PDF format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

To update the participant's PSE cohort year, click "***Check all on current page***" or click on the box for each participant that you want to update to your file. Then click on "***Update PSE Cohort Year on 2014-15 file***." This will return you to Section II and allow you to update the participant records. After updating participant records, click on the "***Go Back to Tier II Verification Report***" button.

Tier 2 – Postsecondary Education Enrollment Cohort Year Report - (no errors)

After updating the PSE enrollment cohort year (field #38) to the 2014-15 file, you will see a screen similar to the one below when you return to Tier 2 – Postsecondary Education Enrollment Cohort Year Report.



Click on the "***Continue***" button.

6.6.4 Cohort Comparison Report

The Cohort Comparison Report compares the number of participants with various values for field #38, Postsecondary Education Enrollment Cohort (VetPSECohort), for both the VUB system of records and your 2014-15 APR data file. A cohort year can be set for a participant only when he or she has completed the VUB program in one project year (for example, 2012–13) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2013–14). Along with the Postsecondary Education Enrollment Cohort Year Report, the Cohort Comparison Report helps to ensure the accuracy of your cohorts and to reduce instances in which a project creates more than one record for a single participant.

Tier 2 - Submission Verification Reports

Cohort Comparison Report

The Cohort Comparison Report compares the number of participants with various values for field #38, Postsecondary Education Enrollment Cohort (VetPSECohort), for both the VUB system of records and your 2014-15 APR data file. A cohort year can be set for a participant only when he or she has completed the VUB program in one project year (for example, 2012–13) and enrolled in a program of postsecondary education by the end of the next project year (in this example, by the end of project year 2013–14). Along with the Postsecondary Education Enrollment Cohort Year Report, the Cohort Comparison Report helps to ensure the accuracy of your cohorts and to reduce instances in which a project creates more than one record for a single participant.

The Department used data from your earlier APRs to arrive at cohort values in the VUB system of records, as shown in column 2 of the table below. Possible cohort values for this column include 2008–15, 8888 (Has not yet enrolled in postsecondary education program; timeframe allows potential for cohort), and 9999 (Does not qualify for a cohort). Cohort year 2012, for example, includes participants who completed VUB in one project year and enrolled in PSE no later than the next project year and within the period August 1, 2012–July 31, 2013. The method used for calculating cohort values is discussed in the General Instructions. These values were included in the file you were advised to download in Section II of the Web application. The numbers in column 3 reflect your 2014–15 APR data.

Once established, specific cohort years will not be adjusted in later years. The most recently established cohort is 2013; because two project years are involved in setting cohorts, and because cohort years extend from August 1 to July 31 and thus do not align exactly with project years, membership in cohort 2014 will not be complete and established until data from your 2014-15 APR has been processed.

- For cohort years 2008 through 2013, column 3 must equal column 2.
- For the 2014-15 reporting year, for cohort year 2014, the number of participants may increase, but may not be lower than the number in column 2.
- For code 9999 as well (Does not qualify for a cohort), the number of participants may increase, but may not be lower than the number in column 2.
- For any participant coded 8888 (Has not yet enrolled in a postsecondary education program; timeframe allows potential for cohort) in the download file, in the 2014-15 APR the project may code the participant in one of four ways: again 8888; 2014; 2015; or 9999 (Does not qualify for a cohort).

Column 3 must be populated accordingly with data from your 2014-15 APR. **Should you see an error message in this report, you will need to correct the cohort value(s) in question before completing the APR.**

Note: As explained in the General Instructions and Gaby Watts's letter, the Department dropped from the VUB system of records all participants with a cohort value of 2222; grantees are free, however, to restore any of these records. If your project's 2014–15 APR includes one or more records with a cohort value of 2222, it will appear in the section below, "Additional Information for Field #38"; since these records did not appear in the download file, no comparison is made.

For further information on PSE enrollment cohorts, see the discussion of field #38 in the General Instructions.

Comparison of Values for the Postsecondary Education Enrollment Cohort (field #38)
Data in the VUB System of Records vs. Your 2014-15 APR Data

Cohort Year for Postsecondary Education Enrollment (VetPSECohort)	Number of Participants in Cohort Year According to VUB System of Records	Number of Participants in Cohort Year in Your 2014-15 APR Data File
2008	31	31
2009	4	4
2010	51	51
2011	50	50
2012	100	100
2013	4	4
2014	22	22
9999	114	114

Additional Information for Field #38

Cohort Year for Postsecondary Education Enrollment (PSECohort)	Number of Participants in Cohort Year According to VUB System of Records	Number of Participants in Cohort Year in Your 2014-15 APR Data File
2015	N/A	0
2222	N/A	0
8888	100	100

Continue

Click on the "***Continue***" button to proceed with the APR submission.
The Funded Rate and Critical Fields reports from Tier 1 will be run against any changes made in Tier 2. These reports are explained in more detail in Sections 6.2 and 6.3.

6.7 Review and Submit – APR Submitted

Once you have successfully made the changes required for Tier 2 validation the following screen displays acknowledging your APR submission is complete:

Once your APR has been successfully submitted, no additional revisions are needed. If you provided an email address in Section I, a confirmation email will be sent.

To print a copy of the APR, including the Section I signature page, click on the *P047VYYXXS9_2014-15_final.pdf* link. The APR will display as a PDF. Print the first page, collect the required signatures and you can upload it in the APR. (This PDF will provide information and reports updated from the PDF available at the end of Tier 1, which included only the Funded Rate and Critical Fields reports.)

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select "***File-Print***" from the menu or click on the printer image.

To download an Excel version of the 2014-15 data file, click on the "***Download Data***" button. A blue hyperlink file (e.g. *P047VYYXXS9_2014-15_final.xlsx*) will appear on the screen.

To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "***Save Target As***" option. Select a location on your desktop (e.g., My Documents) to save the file.

Upload Section I signature page:

Click on the '*Here*' hyperlink for a printable version of the signature page of Section I. After you have obtained the signatures, please upload this page in the APR site. TRIO help desk will verify that the document you uploaded is a signed copy of Section I of your APR and will contact you via email if there are any problems with the document you uploaded.

Click on the "***Log Out***" button to end the session and return to the UB/UBMS/VUB main page. No further revisions to your file can be made.